



The Corporation of the City of Temiskaming Shores
Regular Meeting of Council
Tuesday, June 2, 2020 – 6:00 p.m.
Electronic Meeting

Agenda

1. **Call to Order**
2. **Roll Call**
3. **Review of Revisions or Deletions to Agenda**
4. **Approval of Agenda**

Draft Resolution

Moved by: Councillor McArthur

Seconded by: Councillor Foley

Be it resolved that City Council approves the agenda as printed/amended.

5. **Disclosure of Pecuniary Interest and General Nature**

6. **Review and adoption of Council Minutes**

Draft Resolution

Moved by: Councillor Jelly

Seconded by: Councillor Whalen

Be it resolved that City Council approves the following minutes as printed:

- a) Regular meeting of Council – May 19, 2020

7. **Public Meetings pursuant to the Planning Act, Municipal Act and other Statutes**

7.1. *Potential Disposition of Land*

Property: Haileybury Public Library, 545 Lakeshore Road

Purpose: The City is considering the disposition of the Haileybury Public Library.

7.2. *Potential Disposition of Land*

Property: New Liskeard Public Library, 50 Whitewood Avenue

Purpose: The City is considering the disposition of the New Liskeard Public Library.

8. **Question and Answer Period**

9. **Presentations / Delegations**

10. **Communications**

a) Danielle Manton, City Clerk – City of Cambridge

Re: Support – Provincial Funding for Rehabilitation Facilities, 2020-05-13

Reference: Received for Information

b) AMO Events

Re: Virtual AMO 2020 Conference Program Information, 2020-05-14

Reference: Received for Information

c) FONOM

Re: Media Release, 2020-05-14

Reference: Received for Information

- d) J. Bunn, Deputy City Clerk - City of Kitchener
Re: Support – Universal Basic Income, 2020-05-14
Reference: Received for Information

- e) Timiskaming Health Unit
Re: Secondary Residences – COVID-19, 2020-05-14
Reference: Received for Information

- f) AMO Communications
Re: COVID-19 Update: Municipal Fiscal Request, Emergency Orders, Pandemic Pay, LTC Homes Commission, Extended School and Child Care Closures, and Summer Camps, 2020-05-19
Reference: Received for Information

- g) Charlene Watt, Deputy Clerk - Township of Armour
Re: Support - High Speed Internet Connectivity in Rural Ontario, 2020-05-20
Reference: Received for Information

- h) AMO Communications
Re: AMO Watchfile, 2020-05-28
Reference: Received for Information

- i) AMO Communications
Re: AMO COVID-19 Update – Looking Ahead, 2020-05-28
Reference: Received for Information

- j) AMO Communications
Re: AMO COVID-19 Update – Pandemic Pay Update, 2020-05-28
Reference: Received for Information

Draft Resolution

Moved by: Councillor Laferriere

Seconded by: Councillor Hewitt

Be it resolved that City Council agrees to deal with Communication Items 10. a) to 10.j) according to the Agenda references.

11. Committees of Council – Community and Regional

Draft Resolution

Moved by: Councillor McArthur

Seconded by: Councillor Jelly

Be it resolved that the following minutes be accepted for information:

- a) Minutes of the New Liskeard Business Improvement Area (BIA) Board of Management meeting held on March 11, 2020.

12. Committees of Council – Internal Departments

Draft Resolution

Moved by: Councillor Laferriere

Seconded by: Councillor Hewitt

Be it resolved that the following minutes be accepted for information:

- a) Minutes of the Corporate Services Committee Meeting on May 13, 2020; and
- b) Minutes of the Protection to Persons and Property Committee Minutes on May 13, 2020.

13. Reports by Members of Council

14. Notice of Motions

15. New Business

- a) **Support - Timiskaming Health Unit - Consultation for a new Ontario Poverty Reduction Strategy, 2020-04-30**

Draft Resolution

Moved by: Councillor Whalen

Seconded by: Councillor McArthur

Whereas the Timiskaming Health Unit (THU) recently commended the Government of Ontario's interest in poverty reduction and its public consultation to inform the development of a new provincial strategy; and

Whereas the THU stated that the prolonged stress of continually struggling to satisfy basic needs negatively impacts the physical and mental health of entire families; and

Whereas poverty does not just affect those experiencing it; poverty costs the Ontario economy over \$27 billion annually, with the cost of maintaining poverty far outweighing the cost of addressing it; and

Whereas in the District of Timiskaming, 18% of people continue to live in low-income households, including 20% of children under the age of 18 years; and

Whereas poverty persists in the presence of low unemployment rates, while a strong economy and job creation are essential combatants of poverty, low educational attainment, precarious employment, low wages, disability, as well as a lack of affordable housing and child care contribute to its maintenance; and

Whereas a comprehensive poverty reduction strategy must address an entire gamut of issues, from a lack of individual resources and supports to political and economic structures.

Now therefore be it resolved that Council for the Corporation of the City of Temiskaming Shores hereby supports the Timiskaming Health Unit's recommendations for Ontario's new poverty reduction strategy, outlined in its letter to the Ontario Government on April 30, 2020; and

Further that a copy of this resolution be forwarded to the Honourable Todd Smith, Minister of Children, Community and Social Services.

b) Approval of Council meeting Schedule – July 2020 to January 2021

Draft Resolution

Moved by: Councillor Foley

Seconded by: Councillor Jelly

Whereas By-law No. 2008-160 (Procedural By-law), as amended indicates that Regular meetings of Council shall be held on the first and third Tuesdays of each month commencing at 6:00 p.m. unless otherwise decided by Council; and

Whereas Council typically reduces summer meetings in July and August to one meeting.

Now therefore be it resolved that Council for the City of Temiskaming Shores does hereby confirm the following schedule of meetings for the months of July 2020 to December 2020:

Tuesday, July 14, 2020	Regular Meeting (2 nd Tuesday)
Tuesday, August 11, 2020	Regular Meeting (2 nd Tuesday)
Tuesday, September 1, 2020	Regular Meeting
Tuesday, September 15, 2020	Regular Meeting
Tuesday, October 6, 2020	Regular Meeting
Tuesday, October 20, 2020	Regular Meeting
Tuesday, November 3, 2020	Regular Meeting
Tuesday, November 17, 2020	Regular Meeting
Tuesday, December 1, 2020	Regular Meeting
Tuesday, December 15, 2020	Regular Meeting

c) Memo No. 009-2020-CS – 2019 Year End Financial Report

Draft Resolution

Moved by: Councillor Laferriere

Seconded by: Councillor Hewitt

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Memo Report No. 009-2020-CS for information.

d) Administrative Report No. CS-021-2020 – 2020 Tax Ratios

Draft Resolution

Moved by: Councillor McArthur

Seconded by: Councillor Whalen

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-021-2020; and

That Council directs staff to prepare the necessary by-laws utilizing the Revenue Neutral Tax Ratios for 2020 for consideration at the June 2, 2020 Regular Council Meeting.

e) Administrative Report No. CS-022-2020 – Accounts Receivable Policy

Draft Resolution

Moved by: Councillor Foley

Seconded by: Councillor Hewitt

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-022-2020; and

That Council directs staff to prepare the necessary by-law to adopt a new Accounts Receivable Policy for consideration at the June 2, 2020 Regular Council Meeting.

f) Administrative Report No. CS-023-2020 – Fireworks Display 2020

Draft Resolution

Moved by: Councillor Jelly
Seconded by: Councillor Whalen

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-023-2020; and

That Council agrees to cancel the City's Canada Day Fireworks Display scheduled for July 1, 2020 and confirms that the deposit paid to North Star Fireworks will be applied towards a postponed Fireworks Display to be determined once restrictions concerning the COVID-19 Pandemic allow for larger gatherings.

g) Administrative Report No. CS-024-2020 – Tourism Economy Restart Plan

Draft Resolution

Moved by: Councillor Laferriere
Seconded by: Councillor McArthur

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-024-2020; and

That Council directs staff to move forward with the partnered marketing programs to support local businesses as the economy restarts.

h) Administrative Report No. CS-025-2020 – 673 Browning Street

Draft Resolution

Moved by: Councillor Hewitt
Seconded by: Councillor Jelly

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-025-2020; and

That Council for the City of Temiskaming Shores directs staff to proceed with the sale of land by public tender for the property described as 673 Browning Street, with a minimum tender amount of \$5,000.

i) Administrative Report No. PPP-005-2020 – Appointment of District Chief

Draft Resolution

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-005-2020; and

That Council hereby appoints Kyle Brown as Volunteer District Chief to the Temiskaming Shores Fire Department in accordance with the *Volunteer Firefighter Hiring and Promotional Policy*.

j) Memo No. 011-2020-PW – Industrial Wastewater Disposal – Calamity Creek Project - MTO Request

Draft Resolution

Moved by: Councillor Foley

Seconded by: Councillor McArthur

Be it resolved that Council for the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 011-2020-PW; and

That Council confirms the Execution of a Memorandum of Understanding between the City and the Ministry of Transportation, for the disposal of leachate from the Ministry's Calamity Creek Project at the New Liskeard Lagoon.

k) Administrative Report No. PW-016-2020 – FCM Funding Application Submission – PSD Asset Management

Draft Resolution

Moved by: Councillor Hewitt

Seconded by: Councillor Whalen

Whereas Council for the City of Temiskaming Shores considers that the requirements of O. Reg. 588/17 are much more prescriptive when preparing the City's updated Asset Management Plan, and will require the acquisition and use of appropriate software and external resources.

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-016-2020, for potential funding to obtain Asset Management Software, associated training, and consultant assistance to prepare an Asset management Plan and comply with the O. Reg 588/17 (*Municipal Asset Management Regulation*) requirements; and

That Council for the City of Temiskaming Shores commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- Acquisition of and training with Asset Management Software System;
- Preparation of a O.Reg. 588/17 compliant Asset Management Plan (AMP) for July 1st, 2021;
- Lifecycle Planning and Level of Service framework for all Core Assets included in the AMP; and

That Council for the City of Temiskaming Shores directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the acquisition of Assessment Management software training and consulting assistance; and

That Council for the City of Temiskaming Shores commits up to a combined total of \$50,000 from its 2020 and 2021 budgets toward the cost of this initiative.

I) Administrative Report No. PW-017-2020 – Contract Award – Supply and Deliver Miscellaneous Culverts

Draft Resolution

Moved by: Councillor Jelly

Seconded by: Councillor McArthur

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-017-2020; and

That Council directs staff to prepare the necessary by-law to enter into an agreement with *Hub Capp* for the award of the Supply and Delivery of Miscellaneous Culverts in the amount of \$ 13,409.05 plus applicable taxes for consideration at the June 2nd, 2020 Regular Council meeting.

m) Administrative Report No. RS-007-2020 – Bucke Park 2020 Operations Contract

Draft Resolution

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-007-2020; and

That Council acknowledges the execution of the 2020 Bucke Park Operator's Agreement, signed by the City Manager on May 29, 2020 in order to permit the opening of Bucke Park Campground in accordance and compliance with Ontario Regulation 82/20 under the Emergency Management and Civil Protection Act; and

That Council directs staff to prepare the necessary by-law to confirm the 2020 Bucke Park Operator's Agreement for consideration at the June 2, 2020 Regular Council meeting.

16. By-laws

Draft Resolution

Moved by: Councillor Whalen

Seconded by: Councillor Hewitt

Be it resolved that:

By-law No. 2020-057 Being a by-law to adopt the 2020 Municipal Budget for the City of Temiskaming Shores

By-law No. 2020-058 Being a by-law to establish tax ratios for 2020

By-law No. 2020-059 Being a by-law to provide for the adoption of 2020 tax rates for municipal and school purposes and to further provide penalty and interest for payment in default

By-law No. 2020-060 Being a by-law with respect to water and sewer service rates

By-law No. 2020-061 Being a by-law to adopt an Accounts Receivable Policy

By-law No. 2020-062 Being a by-law to enter into an agreement with Hub Capp for the Supply and Delivery of Miscellaneous Culvert Pipe to various locations within the City of Temiskaming Shores

By-law No. 2020-063 Being a by-law to enter into an Agreement with Sylvian Gelineau for the Operation of Bucke Park Campground for the 2020 Operating Season

be hereby introduced and given first and second reading.

Draft Resolution

Moved by: Councillor Laferriere

Seconded by: Councillor Jelly

Be it resolved that:

By-law No. 2020-057;
By-law No. 2020-058;
By-law No. 2020-059;
By-law No. 2020-060;
By-law No. 2020-061;
By-law No. 2020-062; and
By-law No. 2020-063.

be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

17. Schedule of Council Meetings

- a) Regular – Tuesday, June 16, 2020 at 6:00 p.m.
- b) Regular – Tuesday, July 14, 2020 at 6:00 p.m.

18. Question and Answer Period

19. Closed Session

Draft Resolution

Moved by: Councillor McArthur

Seconded by: Councillor Foley

Be it resolved that Council agrees to convene in Closed Session at _____ p.m. to discuss the following matters:

- a) **Adoption of the May 19, 2020 – Closed Session Minutes**
- b) **Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour relations or employee negotiations – Human Resources Update**

c) Under Section 239 (2) (d) of the Municipal Act, 2001 – Labour relations or employee negotiations – COVID-19 Letter of Understanding (LOU) Update

Draft Resolution

Moved by: Councillor Whalen

Seconded by: Councillor Hewitt

Be it resolved that Council agrees to rise with report from Closed Session at _____ p.m.

20. Confirming By-law

Draft Resolution

Moved by: Councillor Laferriere

Seconded by: Councillor Jelly

Be it resolved that By-law No. 2020-064 being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular meeting held on **June 2, 2020** be hereby introduced and given first and second reading.

Draft Resolution

Moved by: Councillor McArthur

Seconded by: Councillor Foley

Be it resolved that By-law No. 2020-064 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

21. Adjournment

Draft Resolution

Moved by: Councillor Hewitt

Seconded by: Councillor Whalen

Be it resolved that City Council adjourns at _____ p.m.

Mayor- Carman Kidd

Clerk - Logan Belanger



The Corporation of the City of Temiskaming Shores
Regular Meeting of Council
Tuesday, May 19, 2020 – 6:00 p.m.
Electronic Meeting

Minutes

1. Call to Order

The meeting was called to order by Mayor Kidd at 6:00 p.m.

2. Roll Call

Council: Mayor Carman Kidd; Councillors Jesse Foley, Patricia Hewitt, Doug Jelly, Jeff Laferriere, Mike McArthur and Danny Whalen

Present: Christopher W. Oslund, City Manager
Logan Belanger, Municipal Clerk
Shelly Zubyck, Director of Corporate Services
Tim Uttley, Director of Fire Services
Doug Walsh, Director of Public Works
Mathew Bahm, Director of Recreation
Brad Hearn, IT Administrator

Regrets: N/A

3. Review of Revisions or Deletions to Agenda

N/A

4. Approval of Agenda

Resolution No. 2020-283

Moved by: Councillor Jelly

Seconded by: Councillor Laferriere

Be it resolved that City Council approves the agenda as printed.

Carried

5. Disclosure of Pecuniary Interest and General Nature

None

6. Review and adoption of Council Minutes

Resolution No 2020-284

Moved by: Councillor Foley

Seconded by: Councillor Whalen

Be it resolved that City Council approves the following minutes as printed:

- a) Special meeting of Council – May 4, 2020; and
- b) Regular meeting of Council – May 5, 2020.

Carried

7. Public Meetings pursuant to the Planning Act, Municipal Act and other Statutes

7.1. Potential Disposition of Land

Property: Haileybury Public Library, 545 Lakeshore Road

Purpose: The City is considering the disposition of the Haileybury Public Library.

Mayor Kidd outlined that the purpose of this public meeting is to present to Council and the public details related to the proposed disposition of land, being the Haileybury Public Library, located at 545 Lakeshore Road. The meeting also allows the public to provide comments on the proposed disposition prior to Council making a decision.

Mayor Kidd declared this to be an open public meeting and requested the Clerk, Logan Belanger to outline the details of the proposed disposition.

Municipal Clerk Logan Belanger, utilizing PowerPoint, outlined the background history and the events regarding the proposed disposition of the Library. The subject property and immediate area was illustrated using an aerial photograph.

Notice of this public meeting was provided via the Community Bulletin in accordance with the City's disposition of land By-law No. 2015-160, as well as on the City's website and Facebook page.

Mrs. Belanger reviewed a synopsis of comments and questions received through the City's Facebook page prior to the meeting.

Prior to disposition, the City would investigate the easement providing legal access over neighbouring lands, accepting additional written comments and public input up until June 2, 2020, and to prepare an Administrative Report for Council consideration at a future Regular Council meeting.

Mayor Kidd stated that there is one (1) registered speaker to present comments, and welcomed Ms. Betty Stone to proceed with her presentation.

Ms. Stone began her presentation stating these are unusual and uncertain times and to commence the divestment process of the properties raises significant concerns. Ms. Stone believes these actions may be viewed as less than prudent given the speed in which they are occurring. Prior to divestment, Ms. Stone requests an examination of the possible repurposing and utilization of the buildings, congruent with the demographic complexity of the needs of citizens in this area. Ms. Stone noted that the Recreation Master Plan is not complete, and has yet to receive comment by the public or by Council. Further, the parameters for leisure and cultural activities have yet to be explored with the broader consideration of community activities and engagement, nor does there appear to be consideration of the correlation between the official plan and the divestment of an accessible public building in Haileybury, and the only heritage building in New Liskeard. Ms. Stone suggests that there is an absence of congruency with respect to the official plan and the proposed divestment of the subject properties, without undertaking a complete review of how the continued utilization of the two properties could advance the objectives of the Corporation in addressing the needs of citizens. Ms. Stone discussed a shared vision on how this unique area can retain senior citizens, and reduce out-migration, while discussing the potential impact on housing prices, population and City taxation revenue. Ms. Stone commented that a vibrant, caring and accessible community occurs, and is supported by City Council that directs affairs with a shared common vision achieved through congruency of goals and actions, and that this is a unique opportunity to demonstrate excellence through a process of review and renewal rather than through an expedient divestment of irreplaceable assets. Ms. Stone reviewed relevant sections of the official plan, including Community Development (Section 6); Conservation and Architectural Heritage (Item 7 a.b.c.); Health Care (Section 5, Item 12); Adaptive Re-use of Infrastructure (Section 5, item 14); Economic Development (Section 6, item 20); and Recreation Culture and Education (Section 7). Ms. Stone thanked Mayor and Council for their time, commenting that she trusts her comments will create further reflection and reconsideration of the process. Ms. Stone concluded her presentation by stating there is an opportunity to create something unique and welcoming, that addresses the needs of everyone in the area, and encouraged Council to look beyond expediency and begin the creation of a new future with respect to planning in this area.

Mayor Kidd stated that if there are any members of the public wanting to speak to this issue to input their comments into the chat box. The Director of Corporates Services indicated that one (1) comment was received from Dan Dawson. Mr. Dawson agreed that the library building should be put up for sale, with a condition that it is sold or rented at fair market value, with no more giveaways, and recommended that the building be offered to the Timiskaming Art Gallery at a fair price or rent.

Mayor Kidd inquired if there were any comments from members of Council.

Councillor Laferriere thanked members of the public for their input, and reviewed the public consultation and due diligence process, in response to the speedy sale comments. Councillor Laferriere stated that challenges were identified upon review of the library buildings and engineering reports, and it was a difficult decision to relocate the Library. Comments regarding repurposing the facility for recreational purposes can be reviewed; however, with amalgamation of the three municipalities, the City has more assets than are currently being utilized.

Councillor McArthur thanked members of the public for their questions, and clarified that library services have not been removed, and provisions have been made to provide Library services in New Liskeard, and in Haileybury through a partnership with Northern College. Councillor McArthur discussed the allocation of taxpayer dollars and building maintenance costs when facilities are not in use.

Councillor Hewitt thanked Ms. Stone for her presentation, and recognized that the New Liskeard Library is a heritage building and a landmark in the community. For several years, there have been discussions about a community hub, and she is supportive of the development of a long-term vision for the community, and for additional consultation prior to divestment.

The Director of Corporates Services indicated there are no further comments within the Chat box. Mayor Kidd declared that this public meeting is closed, and Council will consider additional written comments and public input at the June 2, 2020 Regular meeting.

7.2. Potential Disposition of Land

Property: New Liskeard Public Library, 50 Whitewood Avenue

Purpose: The City is considering the disposition of the New Liskeard Public Library.

Mayor Kidd outlined that the purpose of this public meeting is to present to Council and the public details related to the proposed disposition of land, being the New Liskeard Public Library, located at 50 Whitewood Avenue. The meeting also allows

the public to provide comments on the proposed disposition prior to Council making a decision.

Mayor Kidd declared this to be an open public meeting and requested the Clerk, Logan Belanger to outline the details of the proposed disposition.

Municipal Clerk Logan Belanger, utilizing PowerPoint, outlined the background history and events regarding the proposed disposition of the Library. The subject property and immediate area was illustrated using an aerial photograph, and on a Plan of Subdivision. It was noted that the Library and Cenotaph are on located on Parcel 1487NND Lots 29-32 on Plan M22-NB, at the corner of Whitewood Avenue and Wellington Street; however, the proposed sale would not include the Cenotaph Park.

Notice of this public meeting was provided via the Community Bulletin in accordance with the City's disposition of land By-law No. 2015-160, as well as on the City's website and Facebook page.

Mrs. Belanger reviewed a synopsis of comments and questions received through the City's Facebook page prior to the meeting.

Next steps include determining the footprint of the Library in relation to Lots 29 to 32 on Parcel 1487NND, as the intent is for the disposition of the library building only, accepting additional written comments up until Tuesday, June 2, 2020, and for staff to prepare a follow-up report for Council consideration at a future Regular Council meeting.

Mayor Kidd stated that there are three (3) registered speakers to present their comments, and welcomed Mr. Dick Farrow, on behalf of the Little Claybelt Historical Museum, to proceed with his presentation.

Mr. Farrow provided an overview of the Little Claybelt Museum, and outlined comments specific to the New Liskeard Library. Mr. Farrow noted that this is a difficult time for the general public to attend meetings, and for Council to hear expressions from people regarding the loss of the building. The New Liskeard building is a Carnegie Library, one of three built in Northern Ontario, which has been a centerpiece of downtown New Liskeard, and the topic of many comments from visitors noting the historical significance and beauty of the building. Mr. Farrow recognized that the City reached out to the public; however, would encourage Council to hold a decision until there is a time for people to better access Council and to express their comments about the potential loss of the building. Mr. Farrow inquired if the property was sold, what would stop someone from turning the area into a parking lot. Mr. Farrow commented that the worst thing to do, is to get rid of one of the best assets we have, and discussed that losing the library takes away a very significant part, and the heart and soul of downtown New Liskeard. Mr. Farrow commented that costs are a consideration, but recommended exploring other avenues to determine if we can retain this extremely important part of our history.

Mr. Farrow thanked Mayor and Council for their time, and hoped a decision can be extended until the public can meet face-to-face.

Mayor Kidd clarified that due to the heritage designation, the building cannot be torn down or turned into a parking lot. Mr. Farrow thanked Mayor Kidd for the clarification.

Mayor Kidd welcomed Mr. Ryan Primrose, on behalf of the Ontario Centre for Archaeological Research and Education, to proceed with his presentation.

Mr. Primrose introduced himself as one of the directors for The Ontario Centre for Archaeological Research and Education (OCARE), and thanked Mayor and Council for the opportunity to speak. OCARE is a not for profit heritage organization with a mandate to discover, develop and preserve Ontario heritage through community participation, outreach and education. The organization has been active since 2005 and formally incorporated as a not for profit in 2019, and is currently undergoing a charitable status review. OCARE's aim is to develop a new cultural space to provide services for public access to artifacts, collections and information, providing support to landowners who make inadvertent discoveries, and to involve the public through presentations and direct involvement. OCARE would like this new cultural space to be the Carnegie Library in New Liskeard. Throughout the Library's life, it has historically kept Andrew Carnegie's goal for providing a free public space in which every person, in their own way, participate freely in the exchange of information. OCARE will maintain Carnegie's intent through access, collections and programs. They understand the current need for the building to be repaired, to be maintained and to be accessible, and have been pursuing funding through federal programs. OCARE has a budget and a strategic plan developed, and as part of achieving the goals of sustainability, they envision the upper floor used for the centre itself, and the downstairs used for rental office space. It is expected that this revenue will suffice to supply the operational costs of the building. Overall, OCARE is committed to preserving the Carnegie building as a heritage building, and as a public space without ratepayer burden. Should OCARE cease operations, the ownership would revert back to the City. This will be a community hub, where people can interact with the past, and directly in the archeological process. It will help build the community and help draw others to the City. The structural and accessibility issues will be remedied, and OCARE will retain the former library character, historical significance and purpose. Mr. Primrose thanked Mayor and Council for their consideration and will provide any documentation required.

Mayor Kidd welcomed Mr. Clair Shepherdson, to proceed with his presentation.

Mr. Shepherdson discussed if the City could repurpose the building for other departments, and noted that Mr. Primrose's idea is a wonderful opportunity. Mr. Shepherdson was a founding member of the City's Heritage Committee, and their first task was to define the Committee's role, which was an advisory capacity to advise Council what a heritage asset is, and to make recommendations on how these assets should be handled. Following the last term of office, the Heritage

Committee is no longer active. Had the Committee been in place, this issue would have gone through the Committee and a recommendation would have been provided to Council. Mr. Shepherdson concluded his presentation with three questions: 1) does the City have the authority to sell the building, 2) will the heritage designation remain in place, even if sold multiple times, and 3) why was the Heritage Committee not maintained and continued. Mr. Shepherdson thanked Mayor and Council.

The City Manager, Christopher Oslund, clarified that the heritage designation is registered on title and transfers through changes in ownership, as well as explained the two types of designations, a municipal designation and a provincial designation.

Mayor Kidd stated that if there are any members of the public wanting to speak to this issue to input their comments into the chat box. The Director of Corporate Services indicated one comment was received from Dan Dawson, stating that for the City to keep the New Liskeard Library building, he understand that by law, they would have to make it accessible, which would require the front entrance to be altered which would nullify the heritage building status. Therefore, the argument to save the building for heritage status reasons would be nullified when the City is forced to change the accessibility by-law, requiring all city-owned buildings to be accessible.

A comment from Melissa La Porte, states that she agrees, it seems that the issue would benefit from more discussion and it would be easier to facilitate when regular meetings resume.

A comment from Rob Ritchie, recommends a committee to look at how to dispose of historical sites to enhance the history of both downtowns.

Mayor Kidd inquired if there were any comments from members of Council.

Councillor Laferriere clarified that the heritage designation is a municipal designation, that could be removed or changed by any future council. City Manager, Christopher Oslund, commented that there is that opportunity for the designation to be changed; however, it would require a separate public process.

Councillor Whalen commented that the Library Board, over the course of two years, undertook a series of public meetings, as well as online/ inhouse surveys and discussions regarding library services. This engagement resulted in the discussion of consolidation, and proved that the existing Library service, no longer fit the needs of the municipality. Councillor Whalen noted that he hoped Council will take the time to seriously consider all the comments and opportunities for the building, and that a decision does not need to be made right-away.

Councillor McArthur stated that Councillor Laferriere and Whalen kept Council up-to-date on the status of the Library consultations, and commented that this was not a secretive or rushed process.

Councillor Hewitt discussed her appreciation for the comments received, and noted an obligation to address and meet some concerns. Not everyone is on social media and encourages continuing the conversations not only until June 2nd; however, to defer until we can have an open dialogue when people can meet, and for those without the capabilities to join a virtual meeting.

Councillor Jelly commented that he would like to kept informed regarding the land division between the Library and the cenotaph, which is used to celebrate our veterans. City Manager, Christopher Oslund commented that the lot lines have been plotted and a visual will be presented to Council on June 2, 2020.

The Director of Corporates Services indicated there are no further comments within the Chat box. Mayor Kidd declared that this public meeting is closed, and Council will consider additional written comments and public input at the June 2, 2020 Regular meeting

7.3. Potential Disposition of Land

Property: 673 Browning Street

Purpose: The City is considering the disposition of 673 Browning Street.

Mayor Kidd outlined that the purpose of this public meeting is to present to Council and the public details related to the proposed disposition of land, being 373 Browning Street. The meeting also allows the public to provide comments on the proposed disposition prior to Council making a decision.

Mayor Kidd declared this to be an open public meeting and requested the Clerk, Logan Belanger to outline the details of the proposed disposition.

Municipal Clerk Logan Belanger, utilizing PowerPoint outlined the background on the property and noted at the November 5, 2019 meeting, Council approved staff to proceed with the Notice of Vesting following an unsuccessful tax sale.

The subject property and immediate area was illustrated using an aerial photograph.

Notice of this public meeting was provided via the Community Bulletin in accordance with the City's disposition of land By-law No. 2015-160.

Mrs. Belanger indicated there were no public comments submitted prior to the meeting and that the next steps included an Administrative Report recommending disposition of the subject property in accordance with Disposal By-law 2015-160.

Mayor Kidd stated that if there are any members of the public wanting to speak to this issue to input their comments into the chat box. Mayor Kidd inquired if there were any comments from members of Council.

The Director of Corporates Services indicated there are no comments within the Chat box. Mayor Kidd declared that this public meeting is closed and Council will give due consideration.

8. Question and Answer Period

None.

9. Presentations / Delegations

None.

10. Communications

a) Timiskaming Health Unit

Re: Consultation for a new Ontario Poverty Reduction Strategy, 2020-04-30

Reference: Received for Information, and Councillor Whalen requested this item be returned for support.

b) Ministry of the Environment, Conservation and Parks

Re: Notice of Project - Farr Creek Dam Rehabilitation Project, 2020-05-04

Reference: Received for Information

c) Sarah Kim, Town Clerk - Town of Grimsby

Re: Support – Commercial Rent Assistance Program, 2020-05-06

Reference: Received for Information

d) AMO Communications

Re: COVID-19 Update: Emergency Orders Extended to May 19th, CMOH Direction on Seasonal Residences, More Businesses to Open, 2020-05-06

Reference: Received for Information

e) AMO Communications

Re: COVID-19 Update – Pandemic Pay Information, 2020-05-07

Reference: Received for Information

f) AMO Communications

Re: COVID-19 Update – Municipal Financial Stabilization Needed, Safe Reopening – Guidelines & Webinar, and Long-Term Care Review Coming, 2020-05-08

Reference: Received for Information

g) AMO Communications

Re: COVID-19 Update: Child Care, Enforcement Reporting and Provincial Parks, 2020-05-11

Reference: Received for Information

h) AMO Communications

Re: COVID-19 Update: Emergency period extended and Building Code amendments, 2020-05-12

Reference: Received for Information

i) AMO Communications

Re: Continued Fiscal Stabilization Request + Re-opening Start, 2020-05-14

Reference: Received for Information

Resolution No. 2020-285

Moved by: Councillor McArthur

Seconded by: Councillor Hewitt

Be it resolved that City Council agrees to deal with Communication Items 10. a) to 10.i) according to the Agenda references.

Carried

11. Committees of Council – Community and Regional

Resolution No. 2020-286

Moved by: Councillor Whalen

Seconded by: Councillor Foley

Be it resolved that the following minutes be accepted for information:

- a) Minutes of the Timiskaming Health Unit Board of Health meeting held on March 4, 2020.

Carried

12. Committees of Council – Internal Departments

Resolution No. 2020-287

Moved by: Councillor Jelly

Seconded by: Councillor Hewitt

Be it resolved that the following minutes be accepted for information:

- a) Minutes of the Building Maintenance Committee meeting held on April 30, 2020;
- b) Minutes of the Corporate Services Committee meeting held on April 30, 2020;
- c) Minutes of the Public Works Committee meeting held on April 30, 2020; and
- d) Minutes of the Transit Committee meeting held on April 29, 2020.

Carried

13. Reports by Members of Council

Councillor McArthur notified Council that he will be stepping down from his attendance at the AMO virtual conference to save on registration and other fees, as Councillor Whalen will be representing the City. In addition, Councillor McArthur requested Matthew Bahm, Director of Recreation to provide an overview on the most recent provincial update regarding the reopening of certain recreational amenities effective May 19, 2020, including sports facilities and multi-use fields, off-leash dog park areas, outdoor picnic sites, benches, and park shelters in recreational areas. Mr. Bahm commented that the announcement includes soccer fields, ball diamonds and bmx/skate parks, and that the recreation department is prepared to open should Council approve; however, clarified that outdoor playgrounds, play structures and equipment, splashpads etc. are not included in the provincial reopening at this time. Members of Council discussed the revised COVID-19 announcement.

Councillor Whalen commented that there is an above normal risk for forest fires in Northern Ontario, and extra caution is required this year.

14. Notice of Motions

None.

15. New Business

a) Memo No. 008-2020-CS – 2020 Budget

Resolution No. 2020-288

Moved by: Councillor McArthur

Seconded by: Councillor Laferriere

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 008-2020-CS; and

That Council directs the Treasurer to prepare the Water/Sewer Rate By-law and the 2020 Budget By-law, for consideration at the June 2, 2020 Regular Council Meeting.

Carried

b) Administrative Report No. CS-019-2020 – Mini Putt Land Lease Agreement

Resolution No. 2020-289

Moved by: Councillor Whalen

Seconded by: Councillor Laferriere

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-019-2020;

That Council directs staff to repeal By-law 2018-093 and prepare the necessary By-law to enter into a ten (10) year lease agreement with Kyle and Maria Overton for the use of land located at the Spurline for the operation of the New Liskeard Waterfront Mini Putt, for consideration at the May 19, 2020 Regular Council meeting; and

That Council directs staff to amend By-law 2019-155 to include a renewal clause of five (5) years in the lease agreement with Kyle and Maria Overton for the use of the Spurline Concession, for Consideration at the May 19, 2020 Regular Council meeting.

Recorded Vote

For Motion

Councillor Foley
Councillor Jelly
Councillor Laferriere
Councillor McArthur
Councillor Whalen
Mayor Kidd

Against Motion

Councillor Hewitt

Carried

c) Administrative Report No. CS-020-2020 – Website Accessible Upgrades

Resolution No. 2020-290

Moved by: Councillor Foley

Seconded by: Councillor Jelly

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-020-2020; and

That Council directs staff to prepare the necessary by-law and agreement with eSolutions Group Limited to award the Website Accessible Upgrades and Redesign, as detailed in Request for Proposal CS-RFP-001-2020, for a total upset limit of \$17,500.00 plus applicable taxes, for consideration at the May 19, 2020 Regular Council Meeting.

Carried

d) Memo No. 001-2020-PPP – Amendment to Firework’s By-law

Resolution No. 2020-291

Moved by: Councillor Laferriere

Seconded by: Councillor Whalen

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 001-2020-PPP; and

That Council directs staff to prepare the necessary by-law to amend By-law No. 2009-161, as amended, being a By-law to Regulate the Sale, Display and Discharge of Fireworks and Firecrackers in the City of Temiskaming Shores, to restrict the discharge of fireworks during a Municipal Fire Ban or during a Provincial Restricted Fire Zone declaration, for consideration at the May 19, 2020 Regular Council Meeting.

Carried

e) Memo No. 002-2020-PPP – Waiver of Fees

Resolution No. 2020-292

Moved by: Councillor Hewitt

Seconded by: Councillor McArthur

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 002-2020-PPP; and

That Council hereby agrees to waive the fees collected for Open Air Burning Permits and False Alarm Response Fees for 2020 as outlined in By-law No. 2012-039, being a By-law to Adopt Schedule of Departmental User and Service Charges for the City of Temiskaming Shores; and

That Council further agrees that no refunds will be issued for permits that have been issued for 2020, or for fees collected for false alarm responses.

Carried

f) Memo No. 009-2020-PW – Cancellation of Orange Drop Event

Resolution No. 2020-293

Moved by: Councillor Jelly

Seconded by: Councillor Foley

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 009-2020-PW; and

That Council approves the Public Works Committee's recommendation to cancel the June 6th, 2020 Orange Drop Event until 2021, and directs staff to advertise the rescheduled event.

Carried

g) Memo No. 010-2020-PW – Haileybury Landfill Operations Update

Resolution No. 2020-294

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

Be it resolved that the Council of the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 010-2020-PW; and

That Council approves staff's recommendation to open the Haileybury Landfill with normal operations, effective May 20th, 2020.

Carried

h) Administrative Report No. PW-015-2020 – Transition of Blue Box to Full Producer Responsibility

Resolution No. 2020-295

Moved by: Councillor McArthur

Seconded by: Councillor Jelly

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-015-2020;

That Council agrees the best time for the City of Temiskaming Shores to transition the Blue Box Program to Full Producer Responsibility is January 1st, 2025 based on expiration dates within the collection and processing contracts;

That Council agrees to consider providing collection services to Producers once the Blue Box wind-up plan and Regulations are developed;

That Council agrees any questions regarding this resolution be directed to the Technical and Environmental Compliance Coordinator for the City of Temiskaming Shores; and

That Council directs Staff to forward this resolution to the Association of Municipalities of Ontario and the Ontario Ministry of the Environment, Conservation and Parks.

Carried

i) Administrative Report No. RS-005-2020 – COVID-19 Trails, Paths & Walkways Closures

Resolution No. 2020-296

Moved by: Councillor Foley

Seconded by: Councillor Hewitt

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-005-2020; and

That Council direct staff to remove all notices of closure for trails, paths and walkways within the municipality, provide public health notices requiring physical distancing at these facilities and monitor usage to ensure the public is following recommended public health practices.

MOTION TO AMEND

The following motion was introduced to amend Resolution 2020-296 to reflect the updated Emergency Order issued by the province on May 19, 2020:

Resolution No. 2020-296-A

Moved by: Councillor Laferriere

Seconded by: Councillor McArthur

That Council for the City of Temiskaming Shores hereby amends Resolution No. 2020-296, to include park shelters, benches and skateboard parks.

Carried

Resolution No. 2020-296 (AS AMENDED)

Moved by: Councillor Foley

Seconded by: Councillor Hewitt

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-005-2020; and

That Council direct staff to remove all notices of closure for trails, paths walkways, park shelters, benches and skateboard parks within the municipality, provide public health notices requiring physical distancing at these facilities and monitor usage to ensure the public is following recommended public health practices.

Carried

j) Administrative Report No. RS-006-2020 – Haileybury Arena Dehumidifier Replacement

Resolution No. 2020-297

Moved by: Councillor Jelly

Seconded by: Councillor Laferriere

Be it resolved that the Council of the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-006-2020 and;

That Council directs staff to prepare the necessary by-law to enter into an agreement with CIMCO Refrigeration for the replacement of the dehumidifier at the Shelley Herbert-Shea Memorial Arena as detailed in Request for Quotation RS-RFQ-002-2020 at a total upset cost of \$30,000, plus applicable taxes for consideration at the May 19, 2020, Regular Council Meeting.

Carried

16. By-laws

Resolution No. 2020-298

Moved by: Councillor Hewitt
Seconded by: Councillor Whalen

Be it resolved that:

- By-law No. 2020-051 Being a by-law to authorize a Lease Agreement with Kyle and Maria Overton for the operation of the Temiskaming Shores Waterfront Mini-Putt for the period of May 1, 2020 to December 31, 2029
- By-law No. 2020-052 Being a by-law to amend By-law No. 2019-155, as amended, to enter into a lease agreement with Kyle and Maria Overton for the operation of the Spurline Concession at the Waterfront
- By-law No. 2020-053 Being a by-law to authorize an Agreement with eSolutions Group Limited for the Website Resign and Development for the City of Temiskaming Shores
- By-law No. 2020-054 Being a by-law to amend By-law No. 2009-161 to Regulate the Sale, Display and Discharge of Fireworks and Firecrackers in the City of Temiskaming Shores
- By-law No. 2020-055 Being a by-law to authorize an Agreement with CIMCO Refrigeration for the Dehumidifier Replacement at the Haileybury Arena

be hereby introduced and given first and second reading.

Carried

Resolution No. 2020-299

Moved by: Councillor McArthur
Seconded by: Councillor Jelly

Be it resolved that

- By-law No. 2020-051;
By-law No. 2020-052;
By-law No. 2020-053;
By-law No. 2020-054; and
By-law No. 2020-055

be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

Carried

17. Schedule of Council Meetings

- a) Regular – Tuesday, June 2, 2020 at 6:00 p.m.
- b) Regular – Tuesday, June 16, 2020 at 6:00 p.m.

18. Question and Answer Period

Councillor Laferriere commented on the importance of supporting memberships such as AMO and FONOM, as the communication and updates provided during COVID-19 has been helping with education and supporting citizens.

19. Closed Session

Resolution No. 2020-300

Moved by: Councillor Laferriere

Seconded by: Councillor Foley

Be it resolved that Council agrees to convene in Closed Session at 7:57 p.m. to discuss the following matters:

- a) **Adoption of the May 5, 2020 – Closed Session Minutes**
- b) **Under Section 239 (2) (b) of the Municipal Act, 2001 – Personal matter about an identifiable individual – Human Resources Update**

Carried

Resolution No. 2020-301

Moved by: Councillor Whalen

Seconded by: Councillor Hewitt

Be it resolved that Council agrees to rise with report from Closed Session at 9:00 p.m.

Carried

Matters from Closed Session:

Adoption of the May 5, 2020 Closed Session Minutes

Resolution No. 2020-302

Moved by: Councillor McArthur

Seconded by: Councillor Jelly

Be it resolved that Council approves the May 5, 2020 Closed Session Minutes as printed.

Carried

Under Section 239 (2) (b) of the Municipal Act, 2001 – Personal matter about an identifiable individual – Human Resources Update

Council provided direction to the City Manager.

20. Confirming By-law

Resolution No. 2020-303

Moved by: Councillor Laferriere

Seconded by: Councillor Hewitt

Be it resolved that By-law No. 2020-056 being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular meeting held on **May 19, 2020** be hereby introduced and given first and second reading.

Carried

Resolution No. 2020-304

Moved by: Councillor McArthur

Seconded by: Councillor Foley

Be it resolved that By-law No. 2020-056 be given third and final reading, be signed by the Mayor and Clerk and the corporate seal affixed thereto.

Carried

21. Adjournment

Resolution No. 2020-305

Moved by: Councillor Jelly

Seconded by: Councillor Whalen

Be it resolved that City Council adjourns at 9:01 p.m.

Carried

Mayor – Carman Kidd

Clerk – Logan Belanger



Potential Disposition of Municipal Land

Haileybury Public Library
545 Lakeshore Rd.

Potential Disposition of Municipal Land



Background

May 19, 2020:

- Council held a public meeting to present details related to the proposed disposition of land, being the Haileybury Public Library, located at 545 Lakeshore Road.
 - The presentation outlined the history, background, and the events regarding the proposed disposition, as well as a summary of written questions/ comments received.
- Members of the public had an opportunity to provide comments in the chat box during the meeting.

June 2, 2020

Potential Disposition of Municipal Land



Background

May 19, 2020: (Continued)

- One (1) registered speaker presented her questions, comments and recommendations to Council, including a:
 1. Request for consideration of the correlation between the official plan and the divestment of an accessible public building in Haileybury, and the only heritage building in New Liskeard.
 2. Request for an examination of the possible repurposing and utilization of the buildings, congruent with the demographic and the needs in this area, and how the continued utilization of the two properties could advance the objectives of the Corporation, in addressing the needs of citizens.
 3. Request for the creation of a shared common vision achieved through congruency of goals and actions.

June 2, 2020

Potential Disposition of Municipal Land

Key Map



This map has been produced for illustrative purposes only.

Potential Disposition of Municipal Land

Facebook Summary:

Cumulative summary of two (2) Notices of Public Meeting for New Liskeard and Haileybury Public Libraries (As of Friday, May 29, 2020 12:00 noon)

Facebook Summary	May 15, 2020	May 29, 2020	Total
Viewed:	7,741	2,307	10,048
Engagements:	2,243	180	2,423
Shares:	66	9	75
Reactions:	357	25	382
Number of Comments Total:	170	8	178
- Number of Comments on City's Page:	48	0	48

Potential Disposition of Municipal Land

Facebook Comment Summary (As of Friday, May 29, 2020 12:00 noon) – No changes required from the May 19, 2020 Presentation:

Category	Number of Comments (approx.)
Accessibility	2
Condition of Building (New Liskeard)	4
Future Location of the Library	11
Haileybury Library	3
Historical Designation (New Liskeard)	5
Other (General)	23

Additional Information

- No further comments have been received.
- There is an instrument registered on title for the subject property, referring to a right-of-way on the lands. Staff is currently investigating the easement providing legal access over neighbouring lands, prior to drafting a recommendation regarding the proposed disposition.

Next Steps

- Meetings will be scheduled in June 2020 with the Corporate Services Committee, and with the Building Maintenance Committee to review comments from the public meetings and postings.
- A follow-up report will be prepared for Council consideration.



Potential Disposition of Municipal Land

New Liskeard Public Library
50 Whitewood Ave.

Potential Disposition of Municipal Land



Background

May 19, 2020:

- Council held a public meeting to present details related to the proposed disposition of land, being the Haileybury Public Library, located at 545 Lakeshore Road.
 - The presentation outlined the history, background, and the events regarding the proposed disposition, as well as a summary of written questions/ comments received as of May 15, 2020.
- Members of the public had an opportunity to provide comments in the chat box during the meeting.

Potential Disposition of Municipal Land



Background

May 19, 2020: (Continued)

- Two (2) registered speakers presented their questions, comments and recommendations to Council. Primary questions and comments included:
 1. Concern regarding the future of the municipal heritage designation and the future of the Carnegie building.
 2. Request for further consultation and deferral of any decisions until regular Council meetings resume, and members of the public have the opportunity to attend in-person (i.e. consideration for those without the ability to connect to a virtual meeting).
 3. Request to repurpose the building for another department, or use.
 4. Request for the reinstatement of the Heritage Committee to provide recommendations to Council.

June 2, 2020

Potential Disposition of Municipal Land



Background

May 19, 2020: (Continued)

- One (1) registered speaker presented a proposal for the building:
 1. The Ontario Centre for Archaeological Research and Education (OCARE), proposed creating a new cultural space in the New Liskeard Library, preserving the Carnegie building as a heritage building, and as a public space without ratepayer burden.
 2. The proposal included the creation of a community hub, where people can interact with the past, and directly in the archeological process. The structural and accessibility issues would be remedied, and OCARE would retain the former library character, historical significance and purpose. The presentation also noted should OCARE cease operations, the ownership would revert back to the City.

June 2, 2020

Potential Disposition of Municipal Land

Key Map



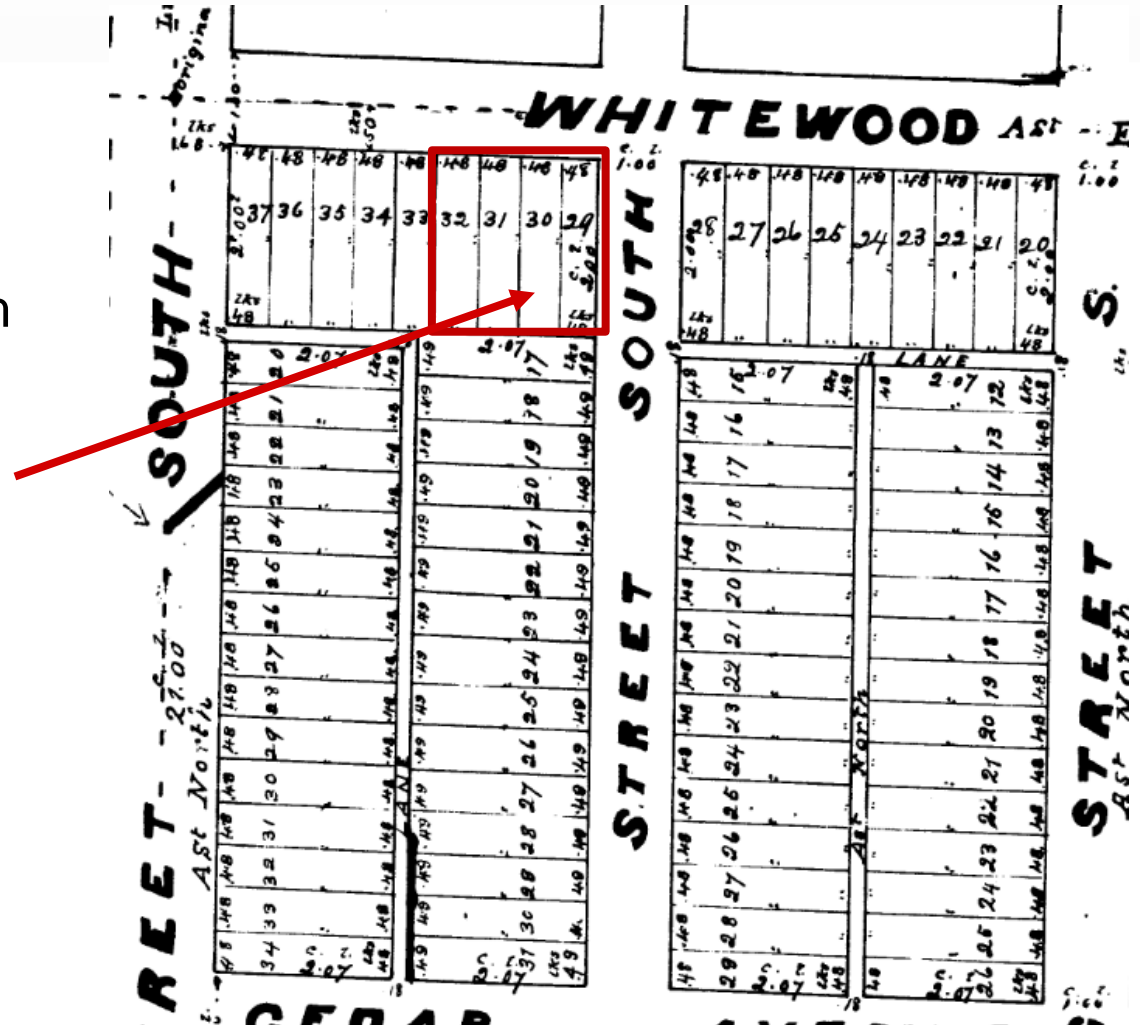
This map has been produced for illustrative purposes only.

Potential Disposition of Municipal Land

Plan of Subdivision: M-22 NB

The Library and Cenotaph are on located on Parcel 1487NND Lots 29-32 on Plan M22-NB, at the corner of Whitewood Avenue and Wellington Street.

The proposed sale would not include the Cenotaph Park.



Potential Disposition of Municipal Land



This picture depicts the property line between the Cenotaph and the Library (i.e. between Lots 30 and 31 on Plan M-22NB). It is approximately 2m from the building.

Potential Disposition of Municipal Land



Planning Comments

- Municipalities have an exemption under Section 50(3)(c) of the Planning Act and they can acquire part of a parcel of land, or dispose of land while retaining abutting property without the need to obtain consents.
 - Staff are confirming that the City may proceed through a municipal process for land disposal and sale, for the transfer of the lands, should the disposition be approved.
- The lands are Zoned C1 General Commercial, which has no minimum frontage or area, no minimum interior side yard, and a maximum lot coverage of 80%.
 - Staff are confirming lot coverage. If this provision cannot be met, a variance may be required.

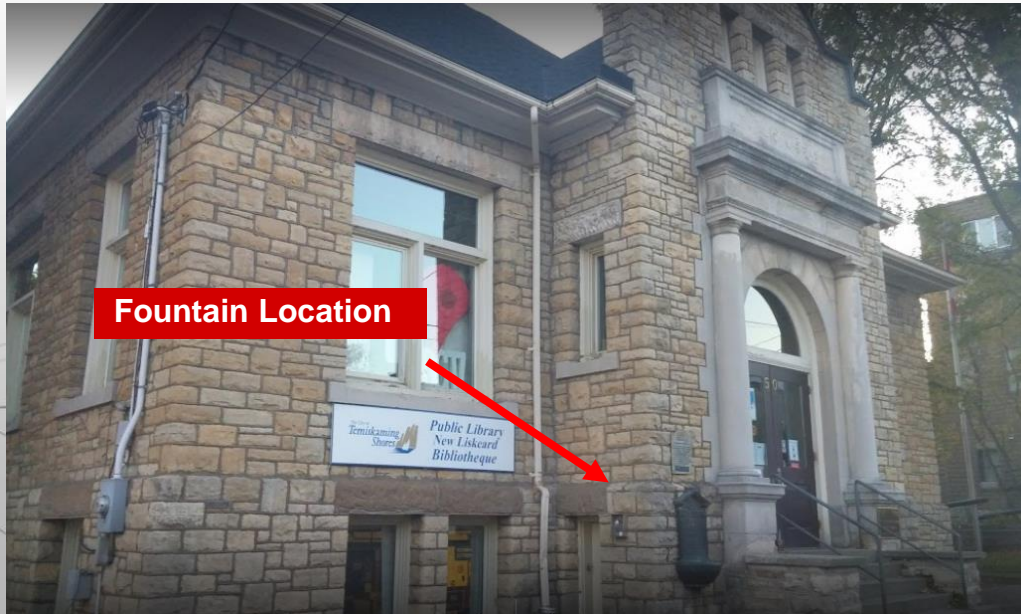
Potential Disposition of Municipal Land



Comment(s) Following Second Public Notice:

Comment No. 1:

A memorial was erected in memory of Dr. J.D. McNaughton on the exterior of the New Liskeard Library building (approximately 1925), and concerns were expressed regarding the fountain should the building be sold.



Potential Disposition of Municipal Land

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Cumulative summary of two (2) Notices of Public Meeting for New Liskeard and Haileybury Public Libraries (As of Friday, May 29, 2020 12:00 noon)

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Future Location of the Library	11
Haileybury Library	3
Historical Designation (New Liskeard)	5
Other (General)	23

Potential Disposition of Municipal Land

Additional Information

- No further questions have been received.
- Notice of the second public meeting was provided via the Community Bulletin in accordance with the City's disposition of land By-law No. 2015-160, as well as on the City's website and Facebook page.
- The Municipal Heritage designation remains in place, and would impose limitations on any future owners with respect to renovations to the building.

Next Steps

- Meetings will be scheduled in June 2020 with the Corporate Services Committee, and with the Building Maintenance Committee to review comments from the public meetings and postings.
- A follow-up report will be prepared for Council consideration.



The Corporation of the City of Cambridge
Corporate Services Department, Clerk's Division
The City of Cambridge
50 Dickson Street, P.O. Box 669
Cambridge ON N1R 5W8
Tel: (519) 740-4680 ext. 4585
Fax: (519) 740-3011
www.cambridge.ca
mantond@cambridge.ca

May 13, 2020

Hon. Doug Ford
Premier's Office, Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

To Premier Ford,

RE: Provincial Funding for Rehabilitation Facilities

Please be advised that Cambridge City Council, at its meeting held on the 16th day of April, 2020, approved motion 20-060 regarding Provincial Funding for Rehabilitation Facilities:

Moved by: Councillor Liggett

Seconded by: Councillor Mann

WHEREAS there is a failure of our overall drug and addictions policies and strategies to provide for adequate, timely and sustainable detox and addiction rehabilitation programs in a safe, supportive environment; and,

WHEREAS methods of harm reduction are a stopgap until those struggling with addiction are able to have immediate access to adequate detox and rehabilitation programs; and

WHEREAS the community of Cambridge has shown their concern and compassion for the lack of access and availability for their fellow residents who are asking for such assistance; and

WHEREAS there is an inadequate quantity of rehabilitation facilities throughout the province providing the required number of beds and programs for those struggling with substance abuse requesting assistance; and

WHEREAS publically funded services for detox and rehabilitation programs would ensure that all persons receive such help equitably and in a sustainable way; and

WHEREAS some persons struggling with substance abuse may need such programs more than once;

THEREFORE BE IT RESOLVED that the City of Cambridge asks the Province of Ontario for the much needed funding to provide for such relief for the City of Cambridge as well as throughout the province.

If you require any additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Danielle Manton".

Danielle Manton

City Clerk

DM/jh

cc. Office of the Mayor – City of Cambridge
Belinda Karahalios, MPP – Cambridge
Amy Fee, MPP – Kitchener South-Hespeler
Region of Waterloo
City of Kitchener
City of Waterloo
Township of Wilmot
Township of Wellesley
Township of Woolwich
Township of North Dumfries
Association of Municipalities of Ontario

Logan Belanger

From: AMO Events <events@amo.on.ca>
Sent: Thursday, May 14, 2020 6:01 AM
To: Logan Belanger
Subject: Virtual AMO 2020 Conference - Program Information

AMO Update not displaying correctly? [View the online version](#)
Add Communicate@amo.on.ca to your safe list



May 14, 2020

Virtual AMO 2020 Conference

Program Information

AMO's 2020 Conference program is taking shape to connect you with up-to-date information and the issues that matter most to you.

As always, you will hear from the Premier, Leader of the Opposition and the Leaders of the Liberal and Green parties. Municipal Affairs and Housing Minister Steve Clark will address delegates, and we are inviting Health Minister Christine Elliott to provide an update on the provinces' COVID-19 response. And of course, virtually all Cabinet Ministers are expected to participate in our virtual Ministers' Forum.

This year, we will introduce our Women's Leadership Forum as a main stage event, along with a panel of economic leaders to discuss the economic recovery.

Through a series of workshops, we will deliver a combination of interactive and on-demand programming covering a wide variety of issues and initiatives. Some of the workshops we are working on include: COVID-19 – Lessons from the Frontlines; COVID-19 Implications for Long-Term Care; Food Security & Food Waste; Municipal-Indigenous relations; Broadband; Digital Government; Infrastructure Investment as Economic Stimulus, and many more.

There will also be opportunities to hear from important organizations such as MPAC, OMERS and FCM.

The Conference will also include the AMO AGM and Board Elevations for 2020-2022. The [call for nominations](#) is open until **12:00 noon on Monday, June 22, 2020.**

Our 2020 keynote speaker, Innovation Strategist [Lital Marom](#), will talk about what disruption can mean for municipal government.

And of course, a key part of the AMO 2020 Conference will be virtual delegation meetings with provincial Cabinet Ministers. As always, Conference delegates can have direct engagement with Ministers and ministry staff from across the government to discuss matters that affect your municipality. Stay tuned for more information on how to request a delegation meeting for your municipal council.

Please visit the conference [webpage](#) for additional information and to [register for AMO 2020](#).

Thank You!

Thank you for your continued interest in the 2020 AMO Conference. Responding to COVID-19 and supporting our members through challenging times has been AMO's number one priority. A virtual conference in 2020 is an important part of AMO's commitment to serve our members. The AMO 2020 virtual conference will ensure AMO members have access to up-to-date information, lessons learned from COVID-19, and critically important networking opportunities that bring Ontario municipalities together in the service of our communities.

Questions

If you have questions about the Virtual AMO 2020 Conference, you may find the answers at our [Frequently Asked Questions \(FAQ\)](#) section on the AMO conference webpage. If you have questions that are not answered there, please send them to events@amo.on.ca.

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



Please consider the environment before printing this.

Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

Wish to Adjust your AMO Communication Preferences ? [Click Here](#)



FONOM

The Federation of Northern Ontario Municipalities

May 14, 2020

The Federation of Northeastern Ontario Municipalities met on Wednesday, May 13th, 2020, by ZOOM, to discuss the issues and challenges facing their 110 members. Since the COVID19 Pandemic contributed to the cancellation of FONOM's Annual Conference, the Executive and Board have been meeting monthly to understand the changing landscape better. President Danny Whalen said "with several members of the Board sitting at other political tables, it's important that we hear from our members about the impacts the COVID19 Pandemic is having in the North".

The Board reviewed and discussed AMO's Policy Paper on the "OPP Detachment Boards, Building a Framework for Better Policing Governance." The Paper notes that Northern Ontario is unique, but the FONOM Board identified several issues with the DSSAB Boards replacing the current Detachments Boards. Community Policing is distinctive to each Municipality, and the current DSSAB's would not be the best solution for overseeing the Northern OPP Detachments. Several of those issues were;

- The discrepancy between the number of DSSAB Boards to the number of Detachments.
- Representation on some boards, with members of the municipalities with no OPP contracts.
- The concern that this will start a conversation about the creation of Upper Tier or Regional Governments in the North.

During the meeting the Board appointed Sandra Hollingsworth to the Northern Ontario School of Medicine, Nominations and Community Relations Committee and as our representative to the AMO's Health Task Force. Sandra's experience working in the Health field will be a benefit for our members.

FONOM is an association of some 110 districts/municipalities/cities/towns in Northeastern Ontario mandated to work for the betterment of municipal government in Northern Ontario and to strive for improved legislation respecting local government in the north. It is a membership-based association that draws its members from northeastern Ontario and is governed by an 11-member board.



President Danny Whalen
705-622-2479



JEFF BUNN
Manager, Council & Committee Services & Deputy City Clerk
Finance & Corporate Services Department
Kitchener City Hall, 2nd Floor
200 King Street West, P.O. Box 1118
Kitchener, ON N2G 4G7
Phone: 519.741.2200 x 7278 Fax: 519.741.2705
jeff.bunn@kitchener.ca
TTY: 519-741-2385

May 15, 2020

The Right Honourable Justin Trudeau, Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Dear Prime Minister Trudeau:

This is to advise that City Council, at a special electronic meeting held on May 11, 2020, passed the following resolution regarding universal basic income:

“WHEREAS The World Health Organization (WHO) on March 11, 2020 declared COVID-19 a pandemic, pointing to the growing number of cases of the coronavirus illness around the world and the sustained risk of further global spread; and,

WHEREAS in response to the COVID-19 pandemic, the Province of Ontario and the City of Kitchener have declared a state of emergency under the Emergency Management and Civil Protection Act; and,

WHEREAS the City of Kitchener has approved the Early Economic Support Plan, which provides financial and economic support measures to help reduce the financial strain on citizens and businesses during the COVID-19 pandemic; and,

WHEREAS Statistics Canada has reported that the unemployment rate has risen to 7.8 per cent, with 1,011,000 jobs lost in March 2020, and that the COVID-19 pandemic has impacted the employment of 3.1 million Canadians; and,

WHEREAS the Federal government has announced \$82 billion in relief funding for the COVID-19 Economic Response Plan, utilizing tax deferrals, subsidies, loans, and credits to support citizens, businesses, and industries; and,

WHEREAS according to a 2018 Parliamentary Budget Office report, a Canada-wide basic income of the type previously piloted in Ontario would have an annual net cost of \$44 billion; and,

WHEREAS a universal basic income would likely have many positive effects, including reducing poverty, reducing strain on health care and social assistance systems, supporting businesses and the economy, reducing crime, as well as reducing administrative complexity and creating efficiencies for those in need of financial and economic support measures;

THEREFORE BE IT RESOLVED that the Council of the City of Kitchener urges the Ontario Provincial government to pursue a partnership with the Federal government for the establishment of a universal basic income;

BE IT FINALLY RESOLVED that this resolution be forwarded to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; the Minister of Children, Community and Social Services; the Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario; the Local Members of Provincial Parliament; the Region of Waterloo; all Municipalities within the Province of Ontario; and, the Federation of Canadian Municipalities.”

Yours truly,



J. Bunn
Manager, Council & Committee Services/
Deputy City Clerk

- c. Honourable, Doug Ford, Premier
Honourable Amy Fee, M.P.P.
Honourable Belinda Karahalios, M.P.P.
Honourable Catherine Fife, M.P.P.
Honourable Laura Mae Lindo, M.P.P.
Honourable Mike Harris, M.P.P.
Honourable Todd Smith, Minister of Children, Community & Social Services
Honourable Steve Clark, Minister of Municipal Affairs and Housing
Monika Turner, Association of Municipalities of Ontario
Kris Fletcher, Regional Clerk, Region of Waterloo
Bill Karsten, Federation of Canadian Municipalities
Ashley Sage, Clerk, Township of North Dumfries
Danielle Manton, City Clerk, City of Cambridge
Dawn Mittelholtz, Director of Information and Legislative Services / Municipal Clerk, Township of Wilmot
Grace Kosch, Clerk, Township of Wellesley
Olga Smith, City Clerk, City of Waterloo
Val Hummel, Director of Corporate Services/Clerk, Township of Woolwich
All Ontario Municipalities



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Kirkland Lake Tel.: 705-567-9355 Fax: 705-567-5476

www.timiskaminghu.com

May 14, 2020

Dear Municipal Partner,

We have been asked by some of our municipalities to provide advice regarding the use of secondary residences, such as cottages, vacation homes, cabins, etc. in our jurisdiction. While their use is not prohibited by a legal order from the Province, and therefore not enforceable, it is strongly recommended that people stay home as much as possible and refrain from accessing secondary residences at this time.

Dr. Glenn Corneil, Acting Medical Officer of Health for the Timiskaming Health Unit said, *“It has been a very difficult time for many, many people, but the local and provincial measures have worked to flatten the curve and help protect people in our district. We must not relax these measures too soon or too quickly; it is important to continue working together to prevent the spread of COVID-19 in Timiskaming.”*

Residents are encouraged to continue with important public health measures, including:

- Practice physical distancing: staying at least 2 metres away from anyone who is not in your household or ‘social bubble’;
- Wash hands frequently;
- Fresh air and exercise is important, but stay at least 2 metres from others. Change your route or time of day that you go if that makes it easier to follow these guidelines;
- Continue to physical distance when running errands. Please respect any additional safety measures the businesses have put in place;
- Reach out to vulnerable people in your community who may need support;
- Do not gather in groups of more than 5 people;
- Consider wearing a home-made mask if out in the community;
- Stay home if unwell and contact Timiskaming Health Unit for an assessment, and;
- Continue to stay in your home community. If it is essential to travel into or out of the district, continue to practice all public health measures.

For more information on COVID-19, go to our [THU website](#) or visit [Ontario’s website](#) to learn more about how the province continues to protect Ontarians from COVID-19.

Dr. Glenn Corneil
Acting Medical Officer of Health/CEO

Logan Belanger

From: AMO Communications <Communicate@amo.on.ca>
Sent: Tuesday, May 19, 2020 3:49 PM
To: Logan Belanger
Subject: AMO COVID-19 Update - May 19th, 2020

AMO Update not displaying correctly? [View the online version](#)
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May 19, 2020

AMO COVID-19 Update – Municipal Fiscal Request, Emergency Orders, Pandemic Pay, LTC Homes Commission, Extended School and Child Care Closures, and Summer Camps

Municipal Fiscal Request

AMO today signed a [joint letter](#) with CUPE Ontario calling on the Province and the federal government to work together to provide much needed financial assistance to Ontario municipalities to assist with the COVID-19 emergency and recovery. The letter echoes AMO's [May 14th letter](#) to Premier Ford and Prime Minister Trudeau.

Extension of Emergency Orders

Today the Ontario government, in consultation with the Chief Medical Officer of Health, has [extended](#) all emergency orders currently in force until May 29, 2020. This includes the closure of bars and restaurants except for takeout and delivery only, restrictions on social gatherings of more than five people, and staff redeployment rules for long-term care homes and congregate settings like retirement homes and women's shelters.

The Province has officially entered the first stage of its [Framework for Reopening the Province](#). Effective today, the government is permitting the reopening of some [outdoor recreational amenities](#), including outdoor sports facilities and multi-use fields, off-leash dog areas, and outdoor picnic sites, benches and shelters in park and recreational

areas. The government is also allowing drive-in [religious gatherings](#), and [public libraries](#) to provide curbside pickup.

Note that outdoor playgrounds, play structures and equipment, fitness equipment, public swimming pools, splash pads and similar outdoor water facilities will remain closed until later stages of the Province's reopening plan. The full list of businesses that can open is listed [here](#). Further details will be shared as they become available.

Pandemic Pay Update

Late on Friday, May 15th, the Province updated its [Pandemic Pay website](#) to say that "As of May 15, ministries have contacted all eligible employers, service delivery partners or employer associations".

This raised confusion with many of our members as they, as municipal employers of public health, paramedic services and housing/shelter staff, had not yet been contacted by the Province on this program. We believe that the Province may have been referencing some very initial discussions on the pandemic pay program they have had with AMO staff, the Ontario Municipal Human Resources Association, and the City of Toronto as the above-mentioned contact with municipal employers.

We are awaiting further information on the program design and the eligibility criteria – which, of course, will form the crux of the program. At this point, the AMO update of May 7th is still our best understanding of the program, "Under this temporary program, municipal governments have eligible full and part-time front-line staff who work in the following program areas: public health, paramedic services, long-term care homes, and housing and shelters. This will involve three ministries and four program areas".

That said, we are aware of a [May 15th letter](#) from the Deputy Minister, Ministry of Long-Term Care, Richard Steele, to Long-Term Care Home Licensees regarding their temporary pandemic pay programs. This letter indicates that the Ministry's funding will be through the Licensees' Direct Funding Agreements. Further program policy will outline the specific funding program requirements, and the funding will be subject to accountability and reporting requirements. Deputy Minister Steele noted that additional details regarding direct funding allocations and the detailed program policy will be communicated at the beginning of June and that it anticipated that the money would begin flowing as soon as possible.

As noted, we are not aware of any similar program details available yet for public health, paramedic services, long-term care homes, and housing and shelters employers. As this information becomes available, either by program area, ministry, or in an integrated municipal approach, we will update members immediately.

Independent Commission into Long-Term Care

Today the Minister of Long-Term Care, Dr. Fullerton, announced that the Province will be launching an independent non-partisan commission into Ontario's long-term care system to begin in September. Over the next few months, the government will be

finalizing details of the commission including terms of reference, membership, leadership of the commission, and reporting timelines.

The Commission is expected to examine the impact of and the response to COVID-19 in long-term care. Specifically, the government has asked for guidance on how to improve the long-term care system and better protect residents and staff from any future outbreaks. We will provide more information as it becomes available.

Updates on Schools, Child Care, and Summer Camps

The Province announced that [publicly funded schools](#) are closed for the rest of this 2019/20 school year. The government stated that it is planning for the reopening of public schools for the 2020-21 school year, the gradual reopening of child care when the Province is ready to move to Stage 2 of the *Framework for Reopening the Province*, and the opening of summer day camps subject to the continuing progress of key public health indicators. Overnight camps will not be permitted to operate in the summer of 2020.

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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Community Services

Legislative Services

May 20, 2020
File #120203

Sent via email: deputyclerk@armourtownship.ca

Charlene Watt, Deputy Clerk
Township of Armour
56 Ontario Street, P.O. Box 533
Burk's Falls, ON P0A 1C0

Dear Ms. Watt:

Re: Request of support for High Speed Internet Connectivity in Rural Ontario

Please be advised the Municipal Council of the Town of Fort Erie at its meeting of May 19, 2020 received your correspondence dated April 29, 2020 and supported the motion passed by the Council of the Township of Armour supporting Councillor Rod Ward's letter regarding the need to make substantial investments in high-speed internet connectivity in the rural areas of Ontario.

On behalf of Council, thank you for your correspondence.

Yours very truly,

Carol Schofield, Dipl.M.A.
Manager, Legislative Services/Clerk
cschofield@forterie.ca

c.c.

Sent via email

The Honourable Doug Ford, Premier of Ontario premier@ontario.ca

Wayne Gates, MPP-Niagara Falls, Legislative Assembly of Ontario wgates-co@ndp.on.ca

Tony Baldinelli, MP- Niagara Falls Tony.Baldinelli@parl.gc.ca

Ontario Municipalities

Mailing Address:

The Corporation of the Town of Fort Erie
1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 5:00 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: www.forterie.ca

Logan Belanger

From: AMO Communications <Communicate@amo.on.ca>
Sent: Thursday, May 28, 2020 10:01 AM
To: Logan Belanger
Subject: AMO WatchFile - May 28, 2020

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May 28, 2020

In This Issue

- COVID-19 resources.
- Municipal Labour Relations During Covid-19 Part 2 webinar now available.
- 2020-2022 AMO Board of Directors - Call for Nominations.
- Former Mississauga CAO Janice Baker takes stock.
- Resolutions on Blue Box Transition due by June 30.
- On-site and excess soil management webinar.
- Update on AMO's groundbreaking Virtual Conference.
- AMO Annual Conference Exhibit Hall.
- Communications through COVID-19.
- ONE Investment launches first Joint Investment Board for Ontario municipalities.
- 507/18 energy reporting deadline extended.
- FCM MAMP funding - up to 90% for group road/sidewalk assessments.
- Group buying COVID-19 PPE and vendor updates.

COVID-19 Resources

AMO's [COVID-19 Resources page](#) is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

AMO/OMHRA and Hicks Morley again [tackled some of the tough questions](#) on labour relations and human resources during COVID-19.

AMO Matters

Please be advised that in accordance with AMO's governing by-law, the Secretary-Treasurer is requesting nominations to the 2020 - 2022 AMO Board of Directors. A [completed nomination form and supporting material](#) must be received no later than 12:00 noon, Monday, June 22, 2020.

On the latest episode of [AMO's ON Topic Podcast](#), Brian Rosborough, AMO

Executive Director, is joined by recently retired Mississauga City Manager Janice Baker, who looks back over her long municipal career.

Municipal Councils that operate Blue Box programs have until June 30, 2020 to pass a resolution on transition. For more information contact [Dave Gordon](#), or check [our website](#).

Provincial Matters

On July 1, a regulatory framework under the *Environmental Protection Act*, O.Reg. 406/19, will come into effect to address the management of excess soils associated with the construction and redevelopment of brownfields. [Register for a free webinar](#) on June 4, where an expert panel will discuss the changes from a legal and municipal perspective.

Eye on Events

AMO is the first municipal organization to bring its Conference virtual. In the past few weeks we have been working hard on developing the platform and program. Information is coming soon on all the things you are most interested in. Visit the [AMO website](#) for details and [register](#) today.

AMO 2020 Conference is going virtual and delegates will be able to interact with exhibitors in new and innovative ways that ensures access to resources that will play an important role in your communities the days, weeks and months ahead. We will be sharing this exciting information soon.

The need to pivot and respond quickly is a part of our new reality. To help you communicate the right message during COVID-19, we are offering AMO's Social Media webinar series for a nominal fee through AMO's Municipal Education Portal. [Register now](#).

LAS

LAS Blog: [ONE Investment](#) has launched the first Joint Investment Board for municipalities in Ontario. [Check out the announcement](#) to learn more about how the new Prudent Investor Standard can benefit your community.

The Ministry of Energy's annual 507/18 energy reporting deadline has been extended to October 1, 2020 due to the pandemic. The Ministry is hosting [webinars](#) related to the reporting on June 2, 16, 30, July 14, 28, or September 8 or 22. Access the Ministry's [energy reporting portal](#) with useful information. Questions, email BPSsupport@ontario.ca.

The FCM MAMP program will fund up to 90% of a LAS [Road and Sidewalk Assessment](#) if you partner with your neighbours for the project. [Contact us](#) to learn how collaboration can make this program even more beneficial to your community.

The LAS [Municipal Group Buying Program](#) includes PPE through Grainger. Check out our [COVID-19 update page](#) for more information on ordering and for updates from our vendors.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

[AMO Watch File](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#) Tel: 416.729.5425

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

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Logan Belanger

From: AMO Communications <Communicate@amo.on.ca>
Sent: Thursday, May 28, 2020 1:01 PM
To: Logan Belanger
Subject: AMO COVID-19 Update - Looking Ahead

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May 28, 2020

AMO COVID-19 Update - Looking Ahead

It's been 10 weeks since the state of emergency was declared in Ontario. Municipal governments have been on the front line of response and recovery every day since and will be for the foreseeable future.

In every sector, questions remain about how our communities, our province and our country will move forward to sustain, transform and fund services people rely on most, and to rebuild our economies.

All orders of government have made massive investments in keeping people safe, in bolstering economic security, and in protecting the social fabric of society. There is a new appreciation of the role of government, especially during an unprecedented health and economic emergency.

Our residents and businesses have made enormous sacrifices to keep our communities safe. Municipal employees have made heroic efforts to protect essential services and to support and protect the most vulnerable people in our communities. Municipal Councils have ensured needed resources are in place.

Ontario took immediate steps to assist municipalities, such as the \$148 million Social Services Relief Fund, which has literally saved lives - an important measure described by Finance Minister Rod Phillips as a "first step" in supporting municipalities. But the challenges are national in scale and AMO recognizes that a collaborative federal-provincial effort is required to provide much needed financial assistance to municipalities. AMO's [May 14th letter](#) to the Prime Minister and the Premier tells the story and urges Canada and Ontario to extend their successful collaboration to support municipalities. AMO will continue to advocate strongly to move this request forward. Ontario has joined AMO and FCM in advocating for federal assistance.

Without immediate financial assistance, the alternatives of property tax increases, services cuts or deferred capital investment will undermine economic recovery.

In addition to immediate financial assistance for municipal operations, including transit, we know that municipalities are the ideal destination for federal and provincial capital investments that will help rebuild economic activity, put people back to work, and ensure much needed infrastructure is in place to sustain productive economies into the future.

And we know our members are deeply concerned about the future of public health, paramedic services and long-term care, and many other issues such as expanded broadband and the protection of our shared environment.

AMO will continue to advocate for these and other important matters. We will continue to work in partnership with members, professional and sector associations, FCM and others to ensure that the priorities of municipal government are front and center as Ontario and Canada move forward through the current crisis and into the recovery.

Members are supporting our advocacy efforts through local communications, government relations and social media, and it is making a difference. Thank you for your efforts and your support.

In the coming weeks, you will hear more about AMO's plans for our virtual Conference and AGM. There has never been a more important time to participate in the conference. Join us to share in the early lessons learned from COVID-19, the future of municipal services, first-hand interaction with the province, and the opportunity for delegation meetings to advocate directly on behalf of your community. More details will be coming soon.

AMO recognizes the remarkable leadership of municipal councils and extraordinary municipal public administrators in responding to the COVID-19 emergency and creating a foundation for recovery.

We will keep you up to date. We are keeping our COVID-19 webpage current and focusing on what's most relevant. AMO's dedicated COVID-19 email account will manage your questions, take your ideas, and facilitate your feedback. AMO's policy and member services teams look forward to hearing from you at covid19@amo.on.ca.

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Logan Belanger

From: AMO Communications <Communicate@amo.on.ca>
Sent: Thursday, May 28, 2020 3:19 PM
To: Logan Belanger
Subject: AMO COVID-19 Update – Pandemic Pay Update

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May 28, 2020

AMO COVID-19 Update – Pandemic Pay Update

Late yesterday, the Ministry of Health's Deputy Minister, Helen Angus, sent out the attached [memo](#) outlining the pandemic pay program for their programs. For the municipal sector, this will include public health and paramedic services. We understand that additional details on the pandemic pay program for long-term care homes, and housing and shelters will be coming shortly.

It has been confirmed that the Province will not be expanding the pandemic pay program beyond those already deemed eligible. It has also been clarified that the Province's program is for those front-line staff that have direct physical interaction with people who may be infected with COVID-19 e.g. where physical distancing is difficult or not possible. As stated previously, the Province has been clear that this will not apply to management, even those who have or are working in providing front-line services to residents, patients, or the public. It is expected that more detailed discussions with the respective program areas will occur shortly to better define who is eligible under this provincial program.

In the first week of June, ministries will start sending funding details to employers that receive funding directly from government and service delivery managers. Eligible employees will receive pandemic pay through their existing payroll systems. Appropriate accountability requirements will be put in place to make sure that this temporary funding is provided to eligible employees. The provincial [pandemic pay program website is here](#) and was updated today.

Under this temporary program, municipal governments have eligible full and part-time front-line staff who work in the following program areas: public health, paramedic services, long-term care homes, and housing and shelters. This will involve three ministries and four program areas. We are concerned that the administration of this program may be complex given this broad array of municipal front-line services, so we

are urging simplicity as the provincial program details are worked out. We have been advised that the ministries are working together to this end.

We will continue to work with the Province and many municipal staff associations, such as the Ontario Municipal Human Resources Association, as the provincial program design detail is being finalized so that its implementation for those eligible municipal staff goes well.

Once we have further operational details on the pandemic pay program for municipal employers, we will host another Labour Relations webinar. Stay tuned.

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

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Minutes

March 11, 2020

3:00 – 5:00 pm at the Pool & Fitness Boardroom

Present: Sean Mackey, Jeff Laferiere, Pascale Payette, Penny Durrant,

Kassandra Byrnes, James Franks

Regrets: Angela Hunter

1.0 Approval of agenda

Motion to approve agenda was approved by Pascale and seconded by Kassandra.

2.0 Approval of Feb 19, 2020 minutes

Motion to approve minutes by Penny and seconded by Kassandra.

3.0 New Phone Number (BIA) 705-648-4044

Louise provided the new cell number for the BIA that was provided through the city.

4.0 Bunny Hop

Louise will send out the letter to the BIA members & Owners with removal of Wildwood, add northern beauty and just relax with Louise. Maps available only the day of the event.

5.0 Newsletter

Was sent out by e-mail to BIA Members. Penny requested the newsletter and minutes be available on our facebook post. Sean mentioned that the facebook is to be used for social media only. Link to be sent to members along with Bunny Hop letter to the minutes. Louise to send out Newsletter to the owners of the buildings.

6.0 Digital Mainstreet update

Resolution to hire Vicky as the Main St. Program Coordinator. Reminder that Renee Godmaire is also on board.

7.0 Sidewalk Café Update

Sean provided plans of sidewalk bump outs designed by STS Ltd. Sean asked the committee who has contact with the woodshop at Penny to contact TDSS to see if they could provide us with a bid. Pascale will contact ESCSM . Sean to send information to Pascale and Penny.

City of Barrie have an application fee of \$400. Sean suggested we provide an application fee of \$200 refundable if not approved. We have 5 restaurants that could be interested. Issues discussed: city will request money for rental fee of sidewalk. Example: L'autochtone, \$1200 per year to city. We are suggesting \$400 a month to the city from the business. Jeff to speak to the city to see if they are ok with \$400 a month.

Patio site plan to be provided to the city with application including amount of chairs, tables, spacing etc. Sean asked James to see if they could create the application form and request approval from council. Louise, Jeff and James to have a meeting with city employees to discuss next steps. Next Council meeting is on the 24th then April 7th. For the first year, we will have this available with food service.

8.0 Age Friendly Committee

Motion to become a partner and have BIA Coordinator attend monthly meetings.

Motioned by Penny and seconded by Cassandra.

9.0 Downtown improvement grant letter to Mayor

Sean provided a copy of the letter to be sent to the Mayor regarding our concerns with the allocation of the downtown improvement grant. James made adjustments to the letter. Sean to send revised letter to Louise and forward to Dave Treen.

10.0 Request for BIA Sign for new office

Motion by Cassandra, seconded by Pascale. Louise to obtain quotes for new sign to go in the window.

11.0 Used planters available from Port Credit BIA

The committee didn't like the idea.

12.0 Grants available

Email from Angela: it would be good to look into new grants that may be available.

Also, I think we should try to formalize a grant/funding process for groups that can come to us to partner for activities, like the rainbow cross walk, or other activities community groups may want to host in the BIA. It would allow us to promote our desire to partner with other groups while providing guidance as to what we would fund and under what circumstances (what we would pay for, location of activities - must be in BIA.)

13.0 2020 Budget

Coordinator to work 20 hours a week, Louise to visit the business as part of the position. Louise to add Salary for Digital Mainstreet – say what was spent and what remains.

The presented budget was reviewed and amended. Louise to send amended budget for approval at next meeting.

AGM – Discussion of potential Annual General Meeting in October, 2020.

Streetscape:

Pride crosswalk – Jeff to speak to Doug regarding highway traffic specifications for lines. RBC might be able to provide some funding as well. Sean would like to see the kids do the painting not a contractor.

Discussion regarding allocating funds for store front renovations that was discussed at a previous meeting – to be discussed later.

Discussion regarding signage for downtown, splash pad connectivity.

Special events – Farmer’s market expansion – One event in July and one event in August. Louise to contact the chair of the farmer’s market to see if they are open to having this event – do they have anyone interested.

14.0 Date of next meeting:

April 8, 2020

Motion to adjourn meeting Cassandra, seconded by Pascale

1. CALL TO ORDER

Meeting called to order at 5:58 p.m.

2. ROLL CALL

Mayor Carman Kidd

Christopher W. Oslund, City Manager

Councillor Jeff Laferriere

Shelly Zubyck, Director of Corporate Services

Councillor Danny Whalen

Laura Lee MacLeod, Treasurer

Logan Belanger, Municipal Clerk Kelly Conlin, Executive Assistant

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

None

4. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

5. APPROVAL OF AGENDA

Recommendation CS-2020-015

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee agenda for the May 13, 2020 meeting be approved as printed.

CARRIED

6. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation CS-2020-016

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee minutes of the April 30, 2020 meeting be approved as presented.

CARRIED

7. INTERNAL/EXTERNAL CORRESPONDENCE

8. UNFINISHED BUSINESS

8.1 Current Cash Flow Projections

Discussion:

Laura Lee MacLeod informed the Committee that currently the municipality is in a good cash flow situation overall; however, staff will continue to monitor the situation closely.

8.2 Operating Budget Review

Discussion:

Chris Oslund and Laura Lee MacLeod reviewed the revised operating budget, however there were no significant savings found. The Committee discussed reducing the tax levy by 1%, however, with too many unknowns, the Committee felt that the 2% should remain in place as previously approved.

Recommendation CS-2020-017

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee hereby supports the previously approved 2% increase to the tax levy and 2% increase to the water/sewer rates for 2020.

CARRIED

9. NEW BUSINESS

10. CLOSED SESSION

Recommendation CS-2020-018

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee convene into Closed Session at 6:18 p.m. to discuss the following matters

- Under Section 239 (2) (d) of the Municipal Act, 2001, labour relations or employee negotiations
 - Staff Retirements
 - By-Law Officer position
 - Arena/Parks Attendant position

CARRIED

Recommendation CS-2020-019

Moved by: Councillor Danny Whalen

Be it resolved that:

The Corporate Services Committee rise without report at 6:55 p.m.

CARRIED

11. NEXT MEETING

The next Corporate Services Committee Meeting will be scheduled as required.

12. ADJOURNMENT

Recommendation CS-2020-020

Moved by: Mayor Carman Kidd

Be it resolved that:

The Corporate Services Committee meeting is adjourned at 6:57 p.m.

CARRIED

COMMITTEE CHAIR

COMMITTEE SECRETARY

1. CALL TO ORDER

Meeting called to order at 2:00 p.m.

2. ROLL CALL

- | | |
|--|---|
| <input checked="" type="checkbox"/> Mayor Carman Kidd | <input checked="" type="checkbox"/> Shelly Zubyck, Director of Corporate Services |
| <input checked="" type="checkbox"/> Councillor Mike McArthur | <input checked="" type="checkbox"/> Tim Uttley, Fire Chief |
| <input checked="" type="checkbox"/> Councillor Doug Jelly | <input checked="" type="checkbox"/> Clayton Seymour, Chief Building Official |
| <input checked="" type="checkbox"/> Chris Oslund, City Manager | <input checked="" type="checkbox"/> Kelly Conlin, Executive Assistant |

3. REVIEW OF REVISIONS OR DELETIONS TO AGENDA

None

4. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

None

5. APPROVAL OF AGENDA

Recommendation PPP-2020-005

Moved by: Councillor Doug Jelly

Be it resolved that:

The Protection to Persons and Property Committee agenda for the May 13, 2020 meeting be approved as printed.

Carried

6. REVIEW AND ADOPTION OF PREVIOUS MINUTES

Recommendation PPP-2020-006

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee minutes of the January 14, 2020 meeting be adopted as presented.

Carried

7. PRESENTATIONS/CORRESPONDENCE

8. NEW BUSINESS

8.1 Building Department Update

Discussion:

Clayton Seymour advised the Committee that the building department is still issuing permits and operating as usual when it comes to inspections, issuing occupancies, etc. There are also several requests and inquires regarding property standards by-law, fences and decks.

8.2 Animal Control (By-Law)

Discussion:

Councillor McArthur requested an update in regards to our current Animal Control Contract. Clayton Seymour advised the Committee that he has dealt with any issues as they come up and our Animal Control Officer is submitting monthly reports as required.

8.3 By-Law Enforcement – (COVID-19 Orders)

Discussion:

Although they have been provided with the power to enforce the current provincial orders, our By-Law staff have not been required to do so, nor do they necessarily have the capacity should the need arise. Staff will continue to monitor the situation and log any complaints that come in.

8.4 Fireworks By-Law (Fire and Emergency Services)

Discussion:

Tim Uttley has prepared a memo for the amendment to the Fire Works By-law. The amendment would not permit Fireworks to be discharged while there is a provincial fire ban in place, and it will also be permissable dates such as Victoria Day, Canada Day, etc.

Recommendation PPP-2020-007

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee hereby supports the amendment to the Fireworks By-Law to include prohibiting fireworks during a provincial fire ban.

Carried

8.5 Burning Permit/False Alarms

Discussion:

The Committee reviewed a memo from Tim regarding the waiving of fees for burning permits and false alarms for the remainder of 2020.

Recommendation PPP-2020-008

Moved by: Councillor Doug Jelly

Be it resolved that:

The Protection to Persons and Property Committee hereby supports the waiving of burning permit fees for the remainder of 2020.

Carried

8.6 District Chief's position – Station 1

Discussion:

Tim Uttley made the Committee aware that Station 1 (Haileybury) recently posted the position of District Chief, with one internal applicant from the station.

8.7 Summary of recent Calls for Service

Discussion:

The Committee was provided with a first quarter update in regards to calls for service.

9. CLOSED SESSION

Recommendation CS-2020-009

Moved by: Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee convenes into Closed Session at 3:03 p.m discuss the following matter:

- a) Under Section 239 (2) (d) of the Municipal Act, 2001 – labour relations or employee negotiations.
 - Fire Services
 - Shared Services
 - By-Law Officer position

Carried

Recommendation CS-2020-010

Moved by: Councillor Doug Jelly

Be it resolved that:

The Protection to Persons and Property Committee rise without report at 3:35 p.m.

Carried

10. NEXT MEETING

The next Protection to Persons and Property Committee meeting will be scheduled as required.

11. ADJOURNMENT

Recommendation PPP-2020-011

Moved by; Councillor Mike McArthur

Be it resolved that:

The Protection to Persons and Property Committee meeting is adjourned at 3:38 p.m.

Carried

COMMITTEE CHAIR

COMMITTEE SECRETARY

Memo

To: Mayor and Council
From: Laura-Lee MacLeod, Treasurer
Date: June 2, 2020
Subject: 2019 Year End Financial Report
Attachments: Appendix 01: Year End 2019 Capital Report
Appendix 02: Year End 2019 Operation Report

Mayor and Council:

Another fiscal year is behind us and we are now moving forward into 2020. The 2019 audit is currently underway and we will present the audited financial statements to Council upon completion at a later date.

In the past we have provided a presentation to Council of the unaudited financial position of the City; however due to current format of virtual Council meetings it was felt that a detailed year end financial report would be the most efficient way of distributing this information to Council.

The information being provided in this report are unaudited figures. A detailed budget summary report for operations and capital is attached to this report for information purposes.

General Operations:

In 2019, \$11,694,015 was budgeted for general operating activities. The current unaudited numbers show that only \$11,642,617 was required to cover our general operating costs resulting in a budget surplus of \$51,398. Below are the 2019 budget outcomes by department.

Council – under budget \$8,544, no specific drivers.

Administration – over budget \$268,083 resulting from increases in great west life benefits, liability insurance and salary expenditures.

Fire & Emergency Management – under budget \$59,118 resulting from decreases in salaries and operating projects.

Economic Development – under budget \$96,356 resulting from unspent budget in commercial/industrial, agriculture, forestry, immigration and mining initiatives.

Recreation – under budget \$150,901, no specific drivers but overall increase in revenues and savings in expenses throughout parks, programs and facilities.

Public Works – over budget \$135,467. Overall increase in revenue and savings expenses; however the snow removal contract account was significantly over budget which negated any positive changes.

Library – under budget \$26,299, no specific drivers.

Policing – under budget \$60,628 resulting from increased provincial grants and prior year reconciliation adjustments.

Health & Social Services under budget \$53,101 resulting from budgeting City's full DTSSAB allocation versus actual billing.

Taxation – over budget \$147,406 resulting from supplementary/omit assessment billings and creating a surplus in the collection of tax revenues in 2019.

Environmental Operations:

Revenues exceeded budget estimates by \$297,475 with the largest increase of \$283,750 due to the agreement with Uniboard for the acceptance of leachate.

Expenditures overall were over budget by \$82,312. The main drivers for this overage was the water break account being over by \$225,519 and hydro in water and sewer facilities being under by \$117,358.

General Capital:

In 2019 Council approved 25 projects within the General Capital envelope totaling \$4,598,717. A total of \$974,213 was to be transferred from operations to cover the capital expenditures with the balance of the funding derived from reserve transfers, federal gas tax, OCIF formula based funding and public/private partnerships.

Two (2) projects were added in 2019, Mowat Landing Road and Server Upgrades bringing the total 2019 projects to 27. Expenses for the 2 additional projects was \$245,521.

Twenty-three (23) of the 27 approved projects were completed in 2019 with 4 projects being carried over to 2020: Golf Course Road Bridge Rehabilitation, Library Relocation, ¾ Ton Pick Up and the Recreation Master Plan.

The 2019 general capital projects total \$3,445,095 and although the budget requirements increased with the addition of 2 projects, the overall impact to the 2019 operations transfers only increased by \$107,127 due to a majority of the projects coming in at or under the approved budget estimates.

Environmental Capital:

In 2019 Council approved 4 projects with the Environmental Capital envelope totally \$442,500. The projects were being funding entirely by a transfer from environmental operations.

The 2019 environmental capital projects total \$288,292 requiring a transfer from operations less than originally budgeted by \$154,208.

Operations/Capital Summary:

General operations/capital is realizing a surplus of approximately \$92,000.

Environmental operations/capital is realizing a surplus of approximately \$351,000.

Any realized surpluses in 2019 will be transferred to the applicable working fund reserve.

The Treasurer respectfully requests that Council consider the following resolution:

“Be it resolved that Council for the City of Timiskaming Shores acknowledges receipt of Memo No. 009-2020-CS”.

Prepared by:

Reviewed and approved by:

Reviewed and submitted for
Council’s consideration by:

“Original Signed By”

“Original Signed By”

“Original Signed By”

Laura Lee MacLeod
Treasurer

Shelly Zubyck
Director of Corporate Services

Christopher W. Oslund
City Manager

Appendix 01 to Memo 009-20-CS

**GENERAL CAPITAL
Revenues & Expenditures
as at December 2019**

Department	Project	2019		Variance B/(W)	
		Actual	Budget		
REVENUES:	Transfer from Operations	1,081.3	974.2	107.1	
	Transfer from Reserves	105.3	298.4	(193.1)	
	Financing - fleet	914.5	1,022.0	(107.5)	
	Financing - NL Library	553.5	1,700.0	(1,146.5)	funds not yet received as debenture
	Federal Gas Tax	439.9	601.9	(162.0)	to be executed in 2020
	Provincial Funding	318.7	0.0	318.7	
	Partnership - Splashpad	2.0	1.0	1.0	
	Partnership - Others	29.8	1.3	28.5	
Total Revenues		3,445.0	4,598.8	(1,153.8)	
EXPENDITURES:					
Corporate Services:	Backup Storage	6.5	6.6	0.1	
	Server Upgrades	136.2	0.0	-136.2	
	Zero Turn Lawnmowers (2 - Cemetery)	8.4	12.0	3.6	
FEMS:	Therman Imaging System	3.7	8.5	4.8	
	Rescue Equipment	22.7	24.6	1.9	
Public Works:	2019 Roads Program	700.3	600.0	-100.3	
	Golf Course Road Bridge	758.6	650.0	-108.6	carry-over
	Whitewood Avenue Pedestrian Crossing	27.9	40.0	12.1	
	Shovel Ready Projects Design	8.9	75.0	66.1	
Solid Waste:	Landfill Expansion (EA, ECA & Design)	51.4	55.0	3.6	
	Landfill Expansion (engineering & tender)	0.0	75.0	75.0	
Property Mtnc:	NL Community Hall Accessibiltiy Engineering	19.0	26.1	7.1	
	NL Arena Upgrades	22.2	45.0	22.8	
	PFC Upgrades	32.7	29.5	-3.2	
	NL Library Relocation	553.5	1,700.0	1,146.5	carry-over
	Hlby Medical Centre Upgrades	52.2	53.0	0.8	
Fleet:	Pumper/Tanker	426.7	426.5	-0.2	
	Plow Truck	263.1	300.0	36.9	
	Grader	233.6	300.0	66.4	
	1/2 Ton Pick Up	33.3	35.0	1.7	
	3/4 Ton Pick Up	0.0	38.0	38.0	carry-over
Recreation:	Recreation Master Plan	45.6	40.0	-5.6	carry-over
	Zero Turn Lawnmower	18.2	20.0	1.8	
	Glycol Looper NL Arena Compressor	6.9	15.0	8.1	
	Haileybury Beach Mechanical Room	4.6	15.0	10.4	
	Floor Machine NL Arena	6.8	8.0	1.2	
	Splashpad	2.0	1.0	-1.0	
Total Expenditures		3,445.0	4,598.8	1,153.8	

Appendix 01 to Memo 009-20-CS

**ENVIRONMENTAL CAPITAL
Revenues & Expenditures
as at December 2019**

	2019		
	Actual	Budget	Variance B/(W)
REVENUES:			
Transfer from Operations	288.2	442.5	(154.3)
Total Revenues	288.2	442.5	(154.3)
EXPENDITURES:			
Albert Street Engineering	(1.1)	0.0	1.1
Hlby WTP Sedimentation Tank Rebuild	144.5	250.0	105.5
Dymond Looping Phase 2&3	57.4	70.0	12.6
Hlby WWTP Digester Rehabilitation	80.4	115.0	34.6
Auto Greaser for Vacuum Truck	7.0	7.5	0.5
Total Expenditures	288.2	442.5	153.2

Appendix 02 to Memo 009-20-CS

Summary by Department

	2019 Budget	2019 Actual	Variance B/(W)	% Change
GENERAL OPERATIONS				
Council	170,306	161,762	8,544	5.0%
Administration	2,206,481	2,474,564	(268,083)	-12.1%
Fire & Emergency Management	606,587	547,469	59,118	9.7%
Economic Development	351,697	255,341	96,356	27.4%
Recreation	1,669,620	1,518,719	150,901	9.0%
Public Works	4,565,145	4,700,612	(135,467)	-3.0%
Transit	164,489	164,489	(0)	0.0%
Libraries	387,927	361,628	26,299	6.8%
Policing	2,201,925	2,141,297	60,628	2.8%
Health & Social Services	2,724,838	2,671,737	53,101	1.9%
OMPF	(3,355,000)	(3,355,000)	0	0.0%
Operations	11,694,015	11,642,617	51,398	0
Capital Financing	782,969	782,968	1	0.0%
General Taxation (net)	(13,451,197)	(13,598,603)	147,406	-1.1%
Capital	974,213	1,081,340	(107,127)	-11.0%
General Surplus	0.0	(91,677)	91,677	
	2019 Budget	2019 Actual	Variance B/(W)	% Change
Revenues	(4,881,681)	(5,161,156)	279,475	5.7%
Operations	3,712,118	3,794,430	(82,312)	2.2%
Capital Financing	727,063	727,055	8	0.0%
Capital	442,500	288,292	154,208	-34.8%
Environmental Surplus	0	(351,380)	351,380	

Subject: 2020 Tax Ratios

Report No.:

CS-021-2020

Agenda Date:

June 2 2020

Attachments

Appendix 01: 2019/2020 Assessment Comparisons

Appendix 02: Tax Ratios – Starting Ratios versus Revenue Neutral Ratios

Appendix 03: Draft 2020 Tax Ratio By-law

Appendix 04: Draft 2020 Tax Rate By-law

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-021-2020;
2. That Council directs staff to prepare the necessary by-laws utilizing the Revenue Neutral Tax Ratios for 2020 for consideration at the June 2, 2020 Regular Council meeting.

Background

In 2004, the Minister of Finance set the tax ratios for the newly amalgamated City of Temiskaming Shores. These ratios were initially provided to the City in the form of transition ratios which were considered to be revenue neutral. These initial ratios reflect the distribution of tax burdens, by class, as it was prior to the introduction of the new current value assessment system which was introduced in 1998.

The tax ratios are multiplied by the assessment of each class to provide the weighted assessment to be used in the calculation of the tax rates.

The residential tax ratio is 1.0; therefore, the ratios are used to define the tax rate for each property class in relation to the tax rate for the residential property class.

The residential tax rate is calculated as follows:

$$\frac{\text{TAX LEVY (amount to be raised through taxation)}}{\text{TOTAL WEIGHTED ASSESSMENT}} = \text{residential tax rate}$$

Up until 2008, any change to the transition tax ratios had to be approved by the Minister of Finance and was a very complicated process.

In 2009, the Minister of Finance amended the legislation regarding the tax ratios and municipalities now have the ability change the tax ratios annually if required. This change came about due to the phase-in assessment program that was being implemented by MPAC. The Ontario Property Tax Analysis (OPTA) program now provides municipalities with the tools to review how a shift from using prior year tax ratios to revenue neutral tax ratios will impact the various tax classes.

The City has been utilizing revenue neutral tax ratios in the calculation of its annual tax rates.

Analysis

On February 27, 2020, Council passed Resolution 2020-157 adopting the 2020 General Operating Budget in principle, utilizing a 2% tax levy increase for the purpose of finalizing the 2020 Municipal Budget. On June 2, 2020, Council will consider a by-law to formally adopt the 2020 Municipal Budget and set the 2020 tax levy at \$13,653,597.

The 2% increase in levy equates to an increase in the municipal revenues from 2019 to 2020 in the amount of a \$267,718 levy increase).

Appendix 01 is a comparison of the returned roll assessments for 2019 versus 2020. 2020 is the final year of the four (4) year MPAC assessment cycle. The residential tax class has the largest of the reassessment impact at 34,815,270. The City did not see any growth in 2019, it actually saw a decrease in its year end current assessment values so 100% of the increase is related to the re-assessment. Another significant change between 2019 and 2020 is within the Farmland/Managed Forest class with an increase of 5,882,329 and the Commercial class with an increase of 2,492,778.

Appendix 02 reflects the tax ratios under consideration for the 2020 tax year. The 2020 Tax Ratios are the starting tax ratios as calculated by OPTA. The Revenue Neutral Tax Ratios are determined by utilizing OPTA's tools to determine the ratios that would equitably distribute the tax burden resulting from the reassessment cycle across the various assessment classes.

2020 Starting Tax Ratios – the residential class saw an increase due to the re-assessment. If the 2020 starting tax ratios are utilized the residential class will absorb all of the levy related increase in addition to absorbing a majority of the any decreased taxation revenue from the other classes.

Revenue Neutral Tax Ratios – utilizing revenue neutral tax ratios will result in a shift in the tax levy increase from the commercial tax class to the other tax classes. As you can see, the commercial tax class increase is reduced by approximately \$2,548 respectively with the residential and industrial tax classes increasing by \$673 and \$1,825 respectively, with the other class changes being nominal between the two (2) ratio alternatives.

Ontario Regulation 73/03 sets the provincial threshold limits for certain property classes: Multi-Residential – 2.00, Commercial – 1.98 and Industrial – 2.63. If a tax ratio exceeds the provincial threshold, a levy restriction will be applied to the class: Multi-Residential – 0%, Commercial and Industrial – up to 50%.

The City's 2019 tax ratio for the multi-residential tax class was 2.398945 over the provincial threshold and therefore subject to the 0% levy restriction. OPTA has recalculated the City's 2020 starting ratio for multi-residential to 2.344062 as Ontario Regulation 73/03 Part II. This ratio will be in effect for 2020 whether Council opts for the 2020 starting ratio or revenue neutral ratio option. As the 2020 tax ratio is still above 2.00 any tax levy increase that would have been imposed on the multi-residential class will be absorbed by the other tax classes.

The proposed Commercial 2020 tax ratio is over the 1.98 provincial threshold, therefore is subject to a restriction up to 50% of the budgetary increase on the class. The 50% restriction was utilized in the tax ratio analysis.

Appendix 02 identifies the preliminary tax rates for the residential, commercial and industrial tax classes for the two (2) tax ratio options.

Education tax rates are set annually by the Minister of Finance. The residential tax rate is decreasing from 0.161% to 0.153%. Commercial and Industrial rates are decreasing from 1.103% to 1.098%. Pipeline is decreasing from 0.827210% to 0.80992%.

The Corporate Services Committee met on May 27, 2020 and the Committee supported the recommendation to utilize Revenue Neutral Tax Ratios for 2020.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

The tax levy of \$13,653,597 utilized in the tax ratio calculations is to be adopted in the 2020 Budget By-law to be presented in the by-law section of the meeting.²⁰

Alternatives

Utilizing the 2020 Starting Tax Ratios as the 2020 Tax Ratios was considered in the preparation of this report.

Submission

Prepared by:

"Original signed by"

Laura Lee MacLeod
Treasurer

Reviewed and approved by:

"Original signed by"

Shelly Zubyck
Director of Corporate Services

Reviewed and submitted for
Council's consideration by:

"Original signed by"

Christopher W. Oslund
City Manager

2019/2020 Assessment Comparison

	2019	2020	Difference	
	Assessment	Assessment		
Residential	790,891,830	825,707,100	34,815,270	} Res Classes
Multi Res	11,302,620	11,623,400	320,780	
Farmland/Managed Forests	37,634,871	43,517,200	5,882,329	
Commercial	135,473,722	137,966,500	2,492,778	} Non Res Classes
Commercial-Vac/Exc	3,825,994	4,172,100	346,106	
Landfill	16,700	13,400	(3,300)	} Classes
Industrial	9,315,267	9,251,300	(63,967)	
Industrial-Vac	1,661,173	1,800,300	139,127	
Pipe Line	25,701,670	26,395,000	693,330	
Total	1,015,823,847	1,060,446,300	44,622,453	

Tax Ratio Comparison

Tax Ratios	2020		
	Starting Tax Ratios	Revenue Neutral	
Residential	1.000000	1.000000	
Multi-Residential	2.344062	2.344062	
Farmland/Managed Forest	0.250000	0.250000	
Commercial-Occupied	2.031056	2.074720	
Commercial-Vacant/Excess Land	1.421739	1.452304	
Industrial-Occupied	2.354956	2.338225	
Industrial-Vacant/Excess Land	1.530721	1.519846	
Landfill	3.574008	3.574008	
Pipelines	0.888742	0.905497	
Overall Tax Impacts by Class:			
Residential	221,847	222,520	673
Multi-Residential	(4,273)	(4,187)	86
Farmland/Managed Forest	14,717	14,661	(56)
Commercial-Occupied	31,909	29,361	(2,548)
Commercial-Vacant/Excess Land	5,061	5,083	22
Landfill	(119)	(118)	1
Industrial-Occupied	(10,109)	(8,284)	1,825
Industrial-Vacant/Excess Land	1,463	1,641	178
Pipelines	7,221	7,028	(193)
	267,717	267,705	(12)

Tax Rates (municipal & education)

	2019 Tax Rates	2020	
		Starting Tax Ratios	Revenue Neutral
Residential	0.0132018	0.0129630	0.0129026
Commercial	0.0338436	0.0327619	0.0331311
Industrial	0.0375983	0.0367242	0.0363917

The Corporation of the City of Temiskaming Shores
By-law No. 2020-000
Being a by-law to establish Tax Ratios for 2020

Whereas The Corporation of the City of Temiskaming Shores is required to establish tax ratios pursuant to Section 308 of the Municipal Act, 2001, as amended;

And whereas the tax ratios determine the relative amount of taxation to be borne by each property class;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts a follows:

The tax ratios for the municipality for 2020 are as follows:

Residential/Farm	1.000000
Multi-Residential	2.344062
New Multi-Residential	1.000000
Commercial	2.074720
Commercial Exc. Land	1.452304
Commercial Vac. Land	1.452304
Industrial	2.338225
Industrial Exc. Land	1.519846
Industrial Vac. Land	1.519846
Landfill	3.574008
Pipeline	0.905497
Farmlands	0.250000
Managed Forests	0.250000

Read a first, second and third time and finally passed this 2nd day of June, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger

The Corporation of the City of Temiskaming Shores

By-law No. 2020-000

**Being a by-law to provide for the adoption of 2020 tax rates
for municipal and school purposes and to further provide
penalty and interest for payment in default**

Whereas as per Section 290(1) of the Municipal Act, S.O. 2001, c.25, as amended, municipal council adopted the 2020 Municipal Budget with By-Law No. 2020-057 on June 2, 2020 which included estimates of all sums required during the year for the purposes of the municipality;

And whereas as per Section 307 (2) (b) of the Municipal Act, S.O. 2001, c.25, as amended, the tax rates and the rates to raise the fees or charges shall be in the same proportion to each other as the tax ratios established under Section 308 for the property classes are to each other;

And whereas as per Section 308 (3) of the Municipal Act, S.O. 2001, c.25, as amended, the tax ratios are the ratios that the tax rate for each property class must be to the tax rate for the residential/farm property class where the residential/farm property class tax ratio is 1 and, despite this section, the tax ratio for the farmlands property class and the managed forests property class prescribed under the Assessment Act;

And whereas as per Section 312 (2) of the Municipal Act, S.O. 2001, c.25, as amended, provides that for the purposes of raising the general local municipal levy, the council of a local municipality shall, after the adoption of estimates for the year, pass a by-law levying a separate tax rate, as specified in the by-law, on the assessment in each property class in the local municipality rateable for local municipality purposes;

And whereas as per Section 345(1) of the Municipal Act S.O. 2001, c.25, as amended, a municipality may pass by-laws to impose late payment charges for the non-payment of taxes or any instalment by the due date;

And whereas Council has set tax ratios under the authority of By-law No. 2020-058 as adopted on June 2, 2020.

And whereas the 2020 levy for municipal purposes is \$13,653,597.

And whereas certain education rates are provided in various regulations and commercial and industrial education amounts have been requisitioned by the Province.

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts as follows:

1. That the tax rates for 2020 for municipal and education purposes be hereby set as per Schedule "A" hereto attached and forming part of this by-law;

2. That all charges shall be added to the tax roll and shall become due and payable in two (2) instalments as follows:

50% of the final levy for all classes shall become due and payable on the 15th day of July, 2020;

50% of the final levy for all classes shall become due and payable on the 15th day of September, 2020;

3. That non-payment of the amount, as noted, on the dates stated in accordance with the by-law constitutes default and that all taxes of the levy which are in default after the noted due dates shall be added a penalty of 1.25% per month, until December 31st, 2020; and
4. That all taxes unpaid as of December 31, 2020 shall be added a penalty at the rate of 1.25% per month for each month or fraction thereof in which the arrears continue.

Read a first, second and third time and finally passed this 2nd day of June, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger



Schedule "A" to
By-law 2020-000

General Tax Rates			
	Municipal	Education	Total
Residential	0.0113726	0.0015300	0.0129026
Multi - Residential	0.0260618	0.0015300	0.0275918
Commercial Occupied	0.0233311	0.0098000	0.0331311
Commercial Excess/Vacant Land	0.0163317	0.0098000	0.0261317
Industrial Occupied	0.0265917	0.0098000	0.0363917
Industrial Excess/Vacant Land	0.0172846	0.0098000	0.0270846
Landfill	0.0406457	0.0098000	0.0504457
Pipelines	0.0102978	0.0080992	0.0183970
Farmland	0.0028432	0.0003825	0.0032257
Managed Forest	0.0028432	0.0003825	0.0032257
New Liskeard Business Improvement Area			0.0013991

Subject: Accounts Receivable Policy

Report No.:

CS-022-2020

Agenda Date:

June 2, 2020

Attachments

Appendix 01: Draft Accounts Receivable Policy

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-022-2020; and
2. That Council directs staff to prepare the necessary by-law to adopt a new Accounts Receivable Policy for consideration at the June 2, 2020 Regular Council Meeting.

Background

By-law 2012-062 being a by-law to adopt an Accounts Receivable Policy was passed by Council on April 17, 2012. Subsequently, By-law No. 2012-168, 2013-131, and 2020-033 were adopted, to provide for various amendments.

Analysis

The Director of Recreation presented to Council draft by-laws that dealt with the following issues:

Recreation Cancellation and Refund Policy (By-law 2020-032)

Municipal Ice Booking Policy (By-law 2020-031)

Both by-laws were adopted by Council on March 24, 2020. As these new policies dealt with matters that were previously covered in the Accounts Receivable Policy, By-law 2020-033 was adopted amending By-law 2012-062 and removing all provisions related to recreation cancellations and refunds.

Subsequent to the removal of recreation related items in the Accounts Receivable Policy, it was felt that a comprehensive review of the policy take place. All sections were reviewed and updated as per By-law 2020-033. All sections were reviewed in relation to how the processes are currently working to ensure compliance and consistency in collection, and a section related to Landfill and Spoke Transfer Station fees was added.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

The updated Accounts Receivable Policy is within current duties and responsibilities of the staff involved with the Accounts Receivable process.

Alternatives

No alternatives were considered during the preparation of this report.

Submission

Prepared by:

Reviewed and approved by:

Reviewed and submitted for
Council's consideration by:

"original signed by"

"original signed by"

"original signed by"

Laura Lee MacLeod
Treasurer

Shelly Zubyck
Director of Corporate Services

Christopher W. Oslund
City Manager

The Corporation of the City of Temiskaming Shores
By-Law No. 2020-000
Being A By-Law to Adopt an Accounts Receivable Policy

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to responds to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas the Council of The Corporation of the City of Temiskaming Shores acknowledged receipt of Administrative Report CS-022-2020 at the June 2, 2020 Regular Council meeting regarding an updated Accounts Receivable Policy and directed staff to prepare the necessary by-law to amend the said policy;

And whereas Council of The Corporation of the City of Temiskaming Shores deems it necessary to adopt a revised Accounts Receivable Policy.

Now therefore the Council of The Corporation of the City of Temiskaming Shores enacts the following as a by-law:

1. That Council for the City of Temiskaming Shores adopts a new Accounts Receivable Policy, identified as Schedule "A" attached hereto and forming part of this by-law
2. That this By-law shall come into force and take effect on the date of its final passing.
3. That By-law No. 2012-062, By-law No. 2012-168, By-law No. 2013-131 and By-law No. 2013-131 be hereby repealed.
4. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 2nd day of June, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger



Schedule "A" to

By-law No. 2020-000

Accounts Payable Policy

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1. Purpose

The goal of the policy is to establish a framework that will lead to procedures that are efficient and consistent across all municipal departments. This policy focuses on invoicing and collection of general accounts receivable or amounts owed to the City.

2. Billing

The City issues invoices on a timely basis upon receipt of an invoice request that has been submitted with sufficient documentation supporting the request by the different departments.

The City also issues periodic invoices for lease agreements, service agreements and/or other miscellaneous agreements passed by By-law.

For work done by municipal staff an overhead charge of 30% of wages for full time staff and 15% for students will be applied to any wages charged for the work completed.

A 15% administration fee will be applied to any invoice for work and/or services that is provided which is outside the municipality's regular scope of operations or boundaries. This administration fee does not apply to inter-municipal transactions.

3. Late Payment Charges

A monthly interest rate of 1.25%, being a charge imposed each month on the due and unpaid invoices consistent with the interest rate charged on outstanding property taxes, will be applied to all overdue balances.

4. Payment Terms

Payments shall be applied first against any interest/penalty charged on the account then applied in order of the oldest to the most recent arrears.

a) Hall Rentals:

- Payment of the facility rental fee is due in full upon booking.
- The cleaning/damage/key deposit is due upon booking.
- **Keys provided to the proponents of the rental agreement** may be dropped off at one of two prescribed locations (Pool Fitness Centre – New Liskeard or City Hall – Haileybury) within 48 hours after the scheduled event or the proponent will default their cleaning/damage/key deposit.

- A key deposit will be required from any party other than the proponents of the rental agreement, such as caterers, decorators, etc. Keys may be dropped off at one of two prescribed locations (Pool Fitness Centre – New Liskeard or City Hall – Haileybury) within 48 hours after the scheduled event or the key deposit will be defaulted.
 - Charging privileges do not apply to Hall Facility Rental fees.
- b) Birthday Parties (Pool and Lounge):
- The rental fee must be paid at the time of booking.
 - Any additional fees must be paid immediately at the time of use of the facility.
 - Charging privileges do not apply to Birthday Party fees.
- c) Lounge Rentals (non fitness programs):
- Payment of the facility rental fee is due upon booking.
 - Charging privileges do not apply to Lounge Rental fees.
- d) Lounge Rentals (fitness programs):
- Payment of the facility rental fees is due upon booking.
- e) Youth Sports Groups (Hockey, Figure Skating, Soccer, Swimming, etc)
- Youth sports programs will be billed monthly as per the approved schedule.
 - No interest will be charged on any outstanding amounts during the regular operating season of the program.
 - All outstanding amounts are required to be paid within thirty (30) days from the end of the regular operating season.
 - Interest will be applied on any outstanding amounts if any amounts remain outstanding thirty (30) days after the end of the regular operating season.
 - Charging privileges do not apply to organizations not located within the City of Temiskaming.

f) School Groups:

- School groups will be billed monthly as per the approved schedule.
- No interest will be charged on any outstanding amounts during the school year.
- All outstanding amounts are required to be paid within thirty (30) days from the end of the school year.
- Interest will be applied on any outstanding amounts if any amounts remain outstanding thirty (30) days after the end of the school year.
- Charging privileges do not apply to schools not located within the District of Timiskaming.

g) Commercial Ice Users:

- Commercial Users will be billed based on the approved schedule as per the City's Municipal Ice Booking Policy.
- The invoice is due upon receipt.
- Failure to pay will result in the cancellation of the use of the facility.
- Charging privileges do not apply to Commercial Ice Users.

h) Adult Hockey Leagues:

- Invoice will be processed based on the approved schedule as per the City's Municipal Ice Booking Policy.
- Invoice is due upon receipt.
- If the invoice is not paid within one (1) week, interest will be applied on the account at the prescribed rate.
- Failure to pay may result in the cancellation of the use of the facility.

i) Casual Ice Users:

- Payment of the facility rental fee is due upon booking.
- Charging privileges do not apply to Casual Ice Users.

j) Baseball Leagues:

- Invoice will be processed based on the schedule of events booked for the season by the applicable league.
- Payment will be due no later than the end of the second full week of the season and will be subject to applicable interest rates if unpaid.
- Failure to pay will result in the cancellation of the use of the facility.
- Final reconciliation will be completed in consultation with the applicable leagues for any cancellations due to inclement weather.

k) Marina Boat Slip:

- Payment for a Marina Boat Slip is required prior to docking a boat within the facilities.
- Payment must be accompanied by a completed Mooring Agreement and proof of liability insurance.
- Marina keys will not be activated until full payment, mooring agreement and insurance documents are received.
- If a boat is docked without payment, an invoice will be prepared and forwarded to the boat owner. A 15% administration fee will apply.
- The invoice is due upon receipt.
- If the invoice is not paid within a one (1) week period, interest will be applied on the account at the prescribed rate.
- If the fee is not paid, the City will have the right to remove the boat from its facilities at the owner's expense.

l) Bucke Park Sites:

- Payment for a Bucke Park Seasonal Site is required prior to parking a trailer within the facilities.
- Payment must be accompanied by a completed Bucke Park Seasonal Form and proof of liability insurance.
- If a trailer is parked without payment, an invoice will be prepared and forwarded to the trailer owner. A 15% administration fee will apply.

- The invoice is due upon receipt.
 - If the invoice is not paid within a one (1) week period, interest will be applied on the account at the prescribed rate.
 - If the fee is not paid, the City will have the right to remove the trailer from its facilities at the owner's expense.
- m) Winter Boat Storage
- Payment for the winter season are required to be paid in full by September 30th.
 - Payment must be accompanied by a completed Winter Storage Agreement and proof of liability insurance.
 - If fees remaining unpaid by October 31st, an invoice will be prepared and forwarded to the boat owner. A 15% administration fee will apply.
- n) Council Chambers Rentals:
- Payment of the facility rental fee is due in full upon booking.
 - A cleaning/damage is due upon booking.
 - Written notice of cancellation must be received thirty (30) days in advance of the scheduled event to receive a full refund (less a \$50 non-refundable administrative fee) or within fifteen (15) days in advance of the scheduled event to receive a 50% refund (less a \$50 non-refundable administrative fee). Notice given within the fifteen (15) day notification period will receive no refund.
- o) Landfill Tipping and Spoke Transfer Station Fees:
- Tipping fees will be paid at the landfill site at the time of disposal.
 - Charging privileges do not apply to the general public.
 - Charge accounts are at the discretion of the Public Works and Finance Departments. A credit application is required to be completed prior to the consideration of charging privileges.
 - Invoices for approved charge accounts will be issued based on the landfill tipping or spoke transfer station fees as submitted monthly by the landfill site and spoke transfer station contractor.

- The invoices are due with thirty (30) days from the date of the invoice.
- Businesses who do not own property within the municipal boundaries of the City Temiskaming Shores will be required to submit a credit card authorization form as part of their credit application process. All fees incurred will be applied to the credit card upon processing of the landfill tipping or spoke transfer station fees as submitted monthly by the landfill site and spoke transfer station contractor.

5. Collection Process

All collection tools available under the Municipal Act, 2001 and other applicable legislation are used to collect outstanding balances. The Accounts Receivable staff conducts regular follow ups in an effort to collect all overdue balances.

- a) **30 days:** A statement of account is sent out to the customer.
- b) **60 days:** A warning letter is sent with the statement of account outlining the circumstances should the account remain in arrears.
- c) **90 days:**
 - i. The balance, including accumulated interest, will be transferred to the customer's property tax account providing that the account meets the criteria outlined in the Municipal Act, 2001.
 - ii. The City reserves the right to refuse use of any of its facilities or programs.
 - iii. The City reserves the right to refuse to create and/or to cancel a charge account for fees owed.
 - iv. The balance, including accumulated interest, will be transferred to a Collection Agency for collection purposes. An additional administration fee as prescribed by the Collection Agency will be added to the unpaid balance and will be deemed as part of the outstanding invoice.

6. Write-Offs

A balance may be written off for any of the following reasons:

- a) The balance has been deemed uncollectible by the Treasurer.
- b) The invoice requires cancelling or amending due to an error made by the City.

- c) In the case of late payment charges, it is more cost effective for the City to write off the charge then to proceed with collection.

7. Payment Methods

The following payment methods are accepted for balances due:

- a) Cash
- b) Debit
- c) Cheque
- d) Visa, Mastercard or American Express

As per the City's Tax Policy, tax payments can be made by cash, cheque, debit, or electronically only. No credit card payments will be accepted for municipal taxes.

8. Defaulted Payments

Any payment that is defaulted (whether due to insufficient funds, account closed, etc) shall be subject to a returned payment fee as prescribed by council.

Upon notification of a defaulted payment, the customer is required to pay the defaulted amount in addition to the defaulted payment fee. Failure to repay the defaulted amount will result in the payment being reversed, applicable penalty applied and an invoice forwarded for the returned payment fee.

The City reserves the right to refuse payment by any prescribed form (ie. cheque, VISA, etc.), if a customer has previously defaulted utilizing that form of payment.

9. Credit Balance

The City will review all credit balances on a monthly basis. Payments received in error or paid in excess of the invoice total will be refunded to the payer. No refund will be made if other invoices are outstanding on the customer's account.

If the customer does not have any overdue balances with the City to which the credit can be applied and the credit is lower than \$5.00, the credit amount will be transferred to the City's miscellaneous revenue account.

Subject: Fireworks Display 2020

Report No.: CS-023-2020
Agenda Date: June 2, 2020

Attachments

Appendix 1: Invoice from North Star Fireworks

Appendix 2: Funding approval from Heritage Canada

Recommendation

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-023-2020; and
2. That Council agrees to cancel the City's Canada Day Fireworks Display scheduled for July 1, 2020 and confirms that the deposit paid to North Star Fireworks will be applied towards a postponed Fireworks Display to be determined once restrictions concerning the COVID-19 Pandemic allow for larger gatherings.

Background

North Star Fireworks is under contract with the City to provide fireworks displays for 2018, 2019 and 2020 at a cost of \$19,115.88 plus HST per year.

Analysis

The pandemic has resulted in many events being postponed or cancelled for 2020. Our Canada Day fireworks display will be impacted by the ongoing emergency orders and the fact that several thousand people usually come to the New Liskeard waterfront to watch the display.

Even if some of the emergency orders are lifted, it is unlikely that health officials will want to see large gatherings of people for the remainder of 2020. For this reason, it is not feasible that the City should host the display this July 1.

Staff have contacted North Star Fireworks and they are willing to reschedule the show and hold their 2020 pricing. The City has already paid a 25% deposit to North Star Fireworks in the amount of \$4,778.97 + \$621.27 HST for a total of \$5,400.24 (Appendix 1).

Staff have received funding approval from Heritage Canada for \$5,000 toward the 2020 fireworks display (Appendix 2). Staff have been advised by the Department of Canadian Heritage that expenses incurred for the 2020 fireworks display are eligible expenses

under the program, even if the event has to be cancelled due to the COVID-19 Pandemic and postponed to a future date.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

The 25% deposit paid to North Star Fireworks is covered by the Grant from Heritage Canada. The City will still be responsible for the balance owing when the postponed Fireworks take place.

Alternatives

No alternatives were considered during the preparation of this report.

Submission

Prepared by:

Reviewed by:

Reviewed and submitted for
Council’s consideration by:

“Original signed by”

“Original Signed by”

“Original signed by”

James Franks
Economic Development
Officer

Shelly Zubyck
Director of Corporate Services

Christopher W. Oslund
City Manager

North Star Fireworks Entertainment Inc.
 55 Northfield Dr E Suite 246
 WATERLOO ON N2K 3T6
 7054468590
 office@northstar-fireworks.com
 northstar-fireworks.com
 HST (ON) Registration No.: 841213655RT0001

Invoice



INVOICE TO
City of Temiskaming Shores 325 Farr Drive, PO Box 2050, HAILEYBURY ON P0J 1K0

SHIP TO
City of Temiskaming Shores 325 Farr Drive, PO Box 2050, HAILEYBURY, ON P0J 1K0

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
13322	2020/05/06	\$21,600.94	2020/05/31	25% deposit due now	

SHIP DATE 2020/07/01	SHIP VIA Our Truck	P.O. NUMBER Franks	SALES REP Jeff Clarmo
--------------------------------	------------------------------	------------------------------	---------------------------------

DESCRIPTION	QTY	RATE	TAX	AMOUNT
Canada Day Fireworks Show Canada Day Fireworks Display - July 1st 2020	1	19,115.88	H	19,115.88

25% due on receipt - \$5400.24

Balance due night of show - \$16200.70 (separate invoice)

Thank you we appreciate your cooperation during these very difficult times for our industry.

SUBTOTAL	19,115.88
HST (ON) @ 13%	2,485.06
TOTAL	21,600.94
BALANCE DUE	\$21,600.94

TAX SUMMARY

RATE	TAX	NET
HST (ON) @ 13%	2,485.06	19,115.88



February 7, 2020

Mr. James P. Franks
Economic Development Officer
THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
325 Farr Drive
Haileybury, Ontario
P0J 1K0

Title: Temiskaming Shores Canada Day Celebrations

Dear Mr. Franks:

On behalf of the Minister of Canadian Heritage, it is my pleasure to inform you that your application for funding has been approved.

A grant in the amount of \$5,000 will be awarded to help your organization carry out its activities, under the Celebration and Commemoration Program, Celebrate Canada Component. This funding will be allocated over one government fiscal year 2020-2021 and will be subject to certain terms and conditions, the appropriation of funds by Parliament, and the budget levels of the Program.

One of our program representatives may be in contact with you in the near future to review the terms and conditions related to this funding. As you may already know, the Government of Canada is committed to promoting workplaces free from harassment, abuse and discrimination. I would like to seize this opportunity to remind you of your responsibility to provide a work environment where harassment, abuse and discrimination are not tolerated.

In closing, I would like to take this opportunity to wish you and the members of your organization the greatest success in your endeavours.

Sincerely,

David R. Burton
Regional Director General
Canadian Heritage



Subject: Tourism Economy Restart Plan

Report No.: CS-024-2020
Agenda Date: June 2, 2020

Attachments

Appendix 1: TIAO Survey 5 Report

Recommendation

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-024-2020; and
2. That Council directs staff to move forward with the partnered marketing programs to support local businesses as the economy restarts.

Background

The tourism and retail sector have taken a significant hit to the bottom line during the COVID-19 Pandemic. Partners from across the region have been meeting weekly to gather information about the losses and feed the information to Provincial organizations who in turn forward the data up to the Ministry.

As time passes, and reopening is now at least on the horizon, the discussions have moved to what to do to get customers back into businesses to assist them to become profitable again.

Analysis

The City's of North Bay, Sudbury, Timmins, Thunder Bay, Sault Ste Marie and Temiskaming Shores - in partnership Destination Northern Ontario - have looked at partnered marketing campaigns to get greater impact in Southern Ontario to encourage travel to Northern Ontario once the emergency orders have lifted.

The survey results completed by Destination Ontario and Destination Canada show that Canadians will likely not travel internationally this year. Almost 80% of Canadians state that they will only travel by car this year and likely not too far from home. This however can work in our favour as we are within driving distance of a population of over 5 million people.

If we were to just advertise Temiskaming Shores on our own, we would not be able to afford to purchase enough advertising to be heard in the Southern Ontario marketplace. If however we join forces with our other Northern Ontario Cities as well as Destination Northern Ontario we can put together some messaging about travel to Northern Ontario promoting each of the communities and be able to purchase content in publications such as the Globe & Mail and Attractions Ontario publications.

The programs we are looking at are to enhance the interest in travel to Northern Ontario as a whole but with some focus on each community and their unique attractions. By adopting this method, we can receive partnership marketing dollars from Destination Northern Ontario. The program will see a partner by in by the business, the City and Destination Northern Ontario over the four-year term as follows:

Year One: Destination Northern Ontario 50% - City 50% of each of 10 \$140 memberships

Year Two: City pays 100% of the memberships for the 10 regional attractions

Year Three: City pays 50% and the regional attraction pays 50%

Year Four and on: Regional attraction pays 100% of the membership

This program enables the attractions to see if the program is worthwhile before they need to commit annual dollars to become a member. They are however, committed to the four-year membership program as they will each be required to sign an agreement with the City.

To enhance this program, staff are recommending that we purchase advertorial space within the annual Attractions Ontario Guide over the period of the agreement. This space will provide written content about some of the attractions and other programs in the area that will encourage readers to come and visit Temiskaming.

The Explore Ontario campaign in the Globe & Mail is an annual publication that the Globe puts out to market tourism opportunities across the province to their readership. The group is working with the publication to purchase four pages of content in the publication which is scheduled to be released on July 3rd. The four pages of content would be stories and information about the North with approximately a half page focused on each partner's area and the remainder more general about tourism in Northern Ontario.

The program is expensive, however will provide fantastic readership in our primary market of Southern Ontario. The program will be focused on the print articles in the paper, but will also have some content shared on the Globe and Mail digital platform. We are still negotiating with the Globe and Mail to ensure that the July 3rd date will be an effective advertising date as if the travel restrictions are not yet lifted, the project will need to run at a later date. The Globe is willing to work with our group to accommodate our needs.

Both of these programs will have a quick response to recovery as the residents of Ontario are able to travel again. The intent of both programs is to show that Northern Ontario has a lot to offer and plenty of space to do it in. The articles will discuss how social distancing is easy in the North as we have so much space, while so few people.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

These projects will require the reallocation of planned expenditures, however the tourism marketing budget for the 2020 budget year will remain unchanged. Some of the programs that were considered earlier in the year will be cancelled to enable us to take advantage of this opportunity.

Attractions Ontario: City annual membership - \$400 each year for at least 4 years.
Advertorial space cost - \$2,200 each year for 4 years.

Year One City Costs \$700
Year Two City Costs \$1,400
Year Three City Costs \$700
Year Four City Costs \$0

Globe & Mail Explore Ontario: The program requires a minimum purchase of four pages at a cost of \$13,500 per page. Destination Northern Ontario has agreed to cover 50% of the entire space and then the partner communities are splitting the remaining cost based on the amount of space used. Staff estimate that City cost will be approximately \$3,500 for a half page advertorial space within the feature.

Alternatives

No alternatives were considered during the preparation of this report.

Submission

Prepared by:

Reviewed by:

Reviewed and submitted for Council's consideration by:

"Original signed by"

"Original Signed by"

"Original signed by"

James Franks
Economic Development
Officer

Shelly Zubycyk
Director of Corporate Services

Christopher W. Oslund
City Manager



TIAO Provincial Survey #5 Report, May 21st, 2020

Overview

In the wake of the World Health Organization declaring COVID-19 a global pandemic, and the subsequent rolling out of border restrictions, calls for physical distancing, and all necessary state restrictions to protect public health, we set out to design a survey to measure the impact on tourism businesses and workers across Ontario.

Why Data Collection Matters in a Crisis:

When a crisis begins to unfold, the key is to begin to track the impact immediately in order to be able to develop strategies and recovery methods. Having learned from the impact of SARS, we knew that it would be critical to quickly begin tracking the impact on the tourism operators across the province to inform what the Economic Recovery Packages will need to include.

Data is everywhere, but it is often collected in uneven ways. For that reason, the Tourism Industry Association of Ontario (TIAO) took on the role of collecting on behalf of the province with the support and collaboration of the Regional Tourism Organizations (RTOs). This role allows for our data analysis to represent the state of tourism and hospitality in Ontario, in order to have a direct impact on the provincial and federal decision making around industry relief.

Survey Design:

We designed the surveys with key considerations given to data validity with measures that can compare data across businesses of different sizes and sectors. We focused on measuring the impact of revenue changes and layoffs through percentages, in order to be able to compare across various sizes of businesses and staff. We tailored the surveys to have limited barriers to completion, as we are asking tourism operators across the province to take time to report on the impact of COVID-19 while simultaneously dealing with the unfolding crisis. The survey design allows us to track and analyze changes across spatial and political geographies. We designed the survey to allow for an analysis of the geographically specific impacts of COVID-19. By understanding the unique impacts across Ontario tourism sectors, and spatial and political geographies¹, we can develop industry informed policy recommendations that reflect the unevenness of the impacts of COVID-19.

Evidence Generation Strategy (EGS):

At TIAO, we immediately began working to ensure that as the voice of the Ontario tourism industry, we had an Evidence Generation Strategy (EGS) in place in order to develop a full picture of the rapidly changing political,

¹ The analysis across spatial and political geographies focuses on how the impacts of a crisis vary based on the physical location, and the ways in which different locations are regulated by specific state apparatus. For instance, COVID-19 economic recovery must reflect the unique spatial and political geographies of tourism operators whose businesses are on Crown Land in Northern Ontario.

economic, and social impact on the Ontario tourism industry.

The EGS is multipronged and includes stakeholder calls, direct industry consultations, and the data collected through our province wide surveys. The EGS enables TIAO to build capacity through other networked institutions and collaborate with applied research institutes. The multipronged EGS directly informs our recommendations to all levels of government. TIAO's Industry Response for Economic Recovery report details the key policy recommendations driven by evidence provided by the Ontario tourism industry.

Survey 1² prioritized measuring the scale of the immediate impact on tourism businesses and their workforce across the province the first 7 days after COVID-19 was declared a global pandemic.

Survey 2³ focused on measuring the impact on tourism businesses revenue, sales, and year over year differences for a comparative analysis. We looked at the impact to tourism workers by tracking layoffs, closures, reduced services, and the need for wage subsidies. This survey collected data on the specific policy instruments and economic tools required by tourism operators in every sector and region of the province.

Survey 3⁴ continued to measure the impact on tourism businesses revenue, sales, and year over year differences, with a targeted focus on March 2020 vs March 2019. We continued to look at the impact to tourism workers by tracking layoffs, closures, reduced services, and the need for wage subsidies. Survey 3 was expanded to track which forms of government aid tourism operators intended to apply for, in addition to what other forms of aid are required in order to ensure that tourism SMEs remain viable.

Survey 4⁵ continued to measure the impact on tourism businesses and workers by tracking layoffs, closures, reduced services, and the need for wage subsidies. Survey 4 also tracked the recent developments in the newly available government aid, focusing on which tourism operations were applying, and which businesses did or did not meet the eligibility criteria. Survey 4 was expanded to track whether tourism businesses that are temporarily closed have access to business interruption insurance, and what other forms of government aid are required to ensure that tourism SMEs remain viable.

Survey 5⁶ continued to measure the impact on tourism businesses and workers by tracking layoffs, closures, and reduced services. This survey shifted focus from looking at the need for wage subsidies and began tracking what percentage of businesses received the CEWS and what percentage of their work force was sustained.

Pan-provincial Adoption:

By focusing our survey design to prioritize means of comparison, data validity, and limited barriers to completion, we have been able to measure the impact of COVID-19 across all of Ontario. Our survey design has been picked up by our

² Survey 1 collected data from March 12th to 16th, 2020

³ Survey 2 collected data from March 18th to 23rd, 2020

⁴ Survey 3 collected data from April 1st to April 6th, 2020. Survey 3 collected responses from 1,943 respondents from every sector of tourism, and across every region of Ontario.

⁵ Survey 4 collected data from April 22nd to April 27th, 2020. Survey 4 collected responses from 1,180 respondents from every sector of tourism, and across every region of Ontario.

⁶ Survey 5 collected data from May 13th to May 19th, 2020. Survey 5 collected responses from 1,002 respondents from every sector of tourism, and across every region of Ontario.

provincial counter parts across Canada, which allows us to compare and analyze our data across provincial jurisdictions.

Acknowledgements and Thanks:

The analysis in this report focuses on the provincial impact to the Ontario tourism industry, what economic and policy tools are required to address this, and what the overarching narrative the data is. TIAO has relied on the work of our partners to analyze the regional data from the survey, and thanks Tom Guerquin from RTO 6 and Kim Clarke from RTO 7 for their continued work to present the impact on the RTOs across Ontario. We also thank the team at the Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI) for their work in analyzing and coding key sections of the data. Lastly, thank you to all of the tourism businesses and operators that took the time to contribute key data in the midst of a crisis.

Survey 5: Key Findings

The data collected from survey 5 indicates that the greatest risks to tourism operations are:

- Uncertainty around when and how they will be able to re-open
- Lack of information and clarity around the re-opening of borders
- Lack of access to the Ontario-Canadian Emergency Commercial Rent Assistance
- Temporary closures becoming permanent
- Ineligibility for existing government aid
- Insurmountable debt levels and severe disruptions to cash flow
- Risk of bankruptcy
- Government aid not sufficient to ensure the viability of some tourism businesses

Top line data:

- More than 65% of tourism businesses are temporarily closed
- 37% of seasonal tourism businesses will be unable to open for the summer season
- 53% of tourism businesses report that the current forms of government aid are not enough to ensure their business remains viable throughout the COVID-19 pandemic.

Problems with the Ontario-Canadian Emergency Commercial Rent Assistance (OCERCA):

- Less than 4% of tourism businesses report that their landlords have applied for OCERCA

The requirement for the commercial landlords to apply on behalf of their tenants creates additional barriers for businesses who qualify for the aid based on the quantification of their revenue loss. Many tourism businesses that have been required to close are not able to access OCERCA, either because their commercial leaser has not applied, because they have a mortgage rather than a lease, or do not meet the 70% loss requirement. Some respondents reported the barriers of accessing OCERCA:

“I advised the landlord about CERCA when it was first announced, and then again when the amount of funding was known. He wanted to think about it and would let me know by Mid-May, but I have not heard anything.”

“The landlord was looking into it to see if they qualified, but even still we are dead in the water, we have no income to pay the 25%.”

Financial Aid, not Debt Deferral:

- More than 53% of tourism businesses report that the current COVID-19 government aid is not sufficient to maintain the viability of their business during the COVID-19 response.

While more than half of tourism businesses report that the current COVID-19 government aid is not going to ensure that their operations remain viable throughout the COVID-19 response, there is also a lot of uncertainty reported. Many respondents have indicated that whether the current aid from the provincial and federal government will sustain them depends largely on when, if, and how they are able to re-open, and at what operating capacity. One operated reported:

“This depends largely on when restrictions are lifted. We believe that we will remain viable if we can resume operation for the summer of 2021, but if restrictions on large public gatherings continue into next summer, it could present significant challenges.”

Lay-offs:

- 39% of tourism businesses indicate that they have laid off staff; of those, 31% have laid off between 76 to 100% of their staff.

We continue to see historic numbers for the numbers of layoffs across all sectors in the tourism and hospitality industry. Due to the parameters of the COVID-19 response, our industry was the first to be impacted by massive layoffs which is further complicated by the uneven, and difficult to predict, recovery stages to come.

Workforce Recovery:

- 10% of tourism operators have applied for the 10% Emergency Wage Subsidy
- 29% of tourism operators have applied for the 75% Emergency Wage Subsidy

The uptake in the Emergency Wage Subsidy is complicated by the uncertainty of the recovery phase for the tourism and hospitality industry. Respondents report the difficulty in not knowing when they will re-open and at what capacity.

Of those who have accessed the Emergency Wage Subsidy, the following data indicates how much of their workforce was sustained:

- 12% were able to sustain 1-10% of their workforce
- 4% were able to sustain 11-20% of their workforce
- 3% were able to sustain 21-30% of their workforce
- 6% were able to sustain 91-100% of their workforce
- 31% reported that they did not apply for the Emergency Wage Subsidy due to ineligibility

The combination of ineligibility and uncertainty around re-opening, influence the low number of tourism businesses that have applied for the Emergency Wage Subsidy.

The Immediate Risks to Tourism Businesses:

- 28% unable to pay their commercial rent or mortgage
- 27% unable to pay staff wages
- 24% unable to pay commercial utilities
- 22% facing insurmountable debt levels
- Of the businesses that remain open, 56% report that they risk temporary closure
- Nearly 15% of tourism businesses report that they risk permanent closure
- 8% of tourism businesses are at risk of bankruptcy
- 80% of tourism businesses are facing a significant loss of cash flow

Access to Available Aid:

In response to the question of which types of COVID-19 related aid tourism businesses have applied for, and which you intend to apply for when available, the data reveals that businesses have tried to access the following:

- 41% have applied for the \$40,000 interest free loan
- 35% have applied for the Canadian Emergency Response Benefit

However, 19% of tourism businesses do not meet the eligibility criteria for any of the currently available government aid. One of the most significant challenges to the current government aid that has been available to date, is making it accessible to tourism businesses across a range of businesses the include owner/operated, seasonal, to mid and large size businesses. The Ontario tourism industry is comprised of diverse business operations, and TIAO will continue to push for greater eligibility across all sizes and sectors.

Additional Aid/Resources and Information Required:

In response to which additional forms of financial aid businesses require, respondents reported the following:

- 41% require expanded access to government aid for seasonal businesses
- 13% require greater access/eligibility to the Canadian Emergency Commercial Rent Assistance
- 35% require increased access to interest free loans
- 39% require increased access to direct financial aid
- 31% require debt forgiveness
- 65% require information on when and how you will be able to re-open your business
- 28% require information on when and how the border will re-open to the US

Financial Aid *and* Clarity of Information

The Ontario tourism industry is experiencing unprecedented decline and loss because of the necessary state response to COVID-19. At TIAO we are working to understand the details of what this decline looks like, and how to ensure that tourism businesses remain economically viable, so that when the economy is restarted, there is a continuation of job growth and opportunity in every region.

The survey 5 data is showing us that not only do tourism businesses require greater access to financial aid, and greater eligibility into the existing programs but also a real need for direct and clear information around what the re-opening process will look like, and how the border with the US will be re-opened, once it is safe to do so.

Quotes from Industry on the most significant impact COVID-19 has had on tourism operations:

The Ontario tourism industry includes operations in every region of the province, ranging in size and scope. At TIAO we represent the geographically specific needs of tourism operations to all levels of government. To best represent the requirements of tourism businesses to government, we need to understand the impact of COVID-19 across spatial and political geographies. The following quotes are a selection of direct responses from tourism operators across regions of Ontario, and across sectors. These responses highlight the impact of the COVID-19 response across the industry, ranging from the impact on Northern tourism businesses that rely on U.S guests, to the challenges of seasonal businesses not knowing how to anticipate the restrictions in the coming months.

"I make 90% of my annual revenue between May long weekend and Thanksgiving weekend. Currently I am forced to use retirement savings to stay afloat. The current situation is unsustainable for running the business without financial aid or a vaccine. My clients are also calling us with concern."

"We are a seasonal business and have just been able to open. We have already lost a month of revenue which we will not get back. We have increased costs for material and labour due to refitting our shop with protective glass etc. and cleaning costs for equipment and shop daily. We are a "mom & pop" shop so we do not draw a salary by T4, so do not qualify for the programs being offered. The lack of seasonal people if they do not come to their summer places will greatly impact our revenue as well."

"All Spring revenue lost. Without an open date our July and August revenue is at serious risk. 80% of our revenue is made between May and September. Bookings off by 25-30%. Cancellations are coming fast and hard. We have ample room for social distancing and housekeeping cottages with cleaning protocol for safety. HELP!"

"The greatest concern is the impact on the smaller communities and their business that we support with our trail activities. The sport of ATVing is a billion dollar business in Ontario. We serve and inject money into small and rural communities that might not recover from this. Getting more support from Government to help rebuild these communities with added support to a provincial model for ATVing would be a little change that would greatly help OFATV be an engine for economic recovery in rural Ontario"

"Lack of tourists for the foreseeable future. 80% of my guests are American, and I can't see them being allowed in anytime soon."

"Losing the ability to open our tasting room, patio, tours, and event space to the public this summer."

"We have lost the all revenues for the 2020 season which also make us less able to promote and operate in the 2021 season. Need help with direct financial aid and government grants to refit our business."

"Museum revenue is 80- 90% based on fundraising events which we can't do at this time. Multiple events Over 100 people."

“Fear that business recovery will take longer than current wage subsidy is in place. Need more help with commercial rent as we did not qualify, and 40k relief loan is too small for hotels to see any significant benefit.”

“Lack of predictability in planning. Our economic impact on the area is \$220 Million+/annum and so very concerned that restrictions around us reopening will continue to heavily impact thousands of others.”

“The loss of revenue due to social distancing measures that will limit the amount of passengers on our tours. The margins were already very slim but when we are allowed to open we will have additional expenses coupled with less opportunity to make up the shortfall.”

“Regretfully I can no longer continue my business operation.”

“On Manitoulin Island we have 6 weeks of tourism to keep us stable for the whole year. If tourism drops substantially we do not know if our business will survive. We operate on an Island which most people who live here depend on tourism and if they don’t have money to spend then we are all affected.”

The Path to Recovery:

There is an uneven impact of COVID-19 across the tourism sector. As one of the most impacted industries, the need for government aid to be immediately available and inclusive to all business sizes and structures is key.

The data reported on in this report shows us that tourism businesses require two key things to be able to remain economically viable. First, there is the need to have continued access to government aid that prioritizes greater inclusivity, and a focus on direct financial aid over debt deferral. Secondly, there is a need for information and clarity around when and how the recovery and re-opening of businesses will occur. Tourism businesses are in a position of great uncertainty, and access to both financial support along with critical information on the stages ahead is required.

5.0 COVID 19 Impact on Ontario Tourism Operations Coded Summary

Q4: What actions have you currently taken as a result of COVID 19? Select all that apply

All Responses

Action	Count	%
Closed temporarily	646	64%
Laid off staff	390	39%
Reduced services	354	35%
Not hiring	271	27%
Adapting business model	262	26%
Reduced staff hours	258	26%
Seasonal business/too early to predict	257	26%
Not opening for the summer season	81	8%
Nothing/no change	22	2%
Closed permanently	10	1%
Other	154	15%

Other please specify

Action	Count	%
Cancelled/ Delayed Events	39	25%
Complied with Government Guidelines (PPE, physical distancing, closed restaurant, curbside pickup, etc.)	24	16%
Waiting for Further Government Direction re. Reopening	20	13%
Transitioned Business Online (Sales, Virtual Events, etc.)	16	10%
Reduced Staff, Volunteers, Hours and/ or Salaries	11	7%
Implemented Remote Work	8	5%
Applied for Government Aid	6	4%
Other	30	19%

Q6: Please indicate the risk your tourism business is facing presently. Select all that apply

All Responses

Risk	Count	%
Significant loss of cash flow	794	79%
Closing your business temporarily	559	56%
Employee lay offs	451	45%
Unable to open for the summer season	371	37%
Unable to pay commercial rent or mortgage	276	28%
Unable to pay staff wages	271	27%
Unable to pay commercial utilities	243	24%
Insurmountable debt levels	220	22%
Closing your business permanently	144	14%
Bankruptcy	80	8%
Unable to pay staff sick leave	75	7%
Unable to cross the US border in order to open by business in Ontario	74	7%
Other	151	15%

Other please specify

Risk	Count	%
Cash flow	36	24%
Cancellations/loss of bookings	26	17%
Loss of income	18	12%
COVID-19/social restrictions	16	11%
Loss of American/Int'l business	8	5%
Loss of consumer confidence	7	5%
Sales reductions	6	4%
Loss of staff/volunteers	6	4%
Too early	5	3%
Facing bankruptcy	5	3%
Service reductions	4	3%
Keeping up maintenance	3	2%
Other	8	5%
n/a	3	2%

Q10: What other forms of aid/resources do you require during COVID-19? Select all that apply

All Responses

Aid/Resources	Count	%
Information on when and how you will be able to re-open your business	646	64%
Expanded Access to government aid for seasonal businesses	411	41%
Increased access to direct financial aid	387	39%
Increased access to interest free loans	353	35%
Debt forgiveness	309	31%
Information on when and how the border will re-open to the US	276	28%
Greater access/eligibility to the Canadian Emergency Commercial Rent Assistance	125	12%
None	106	11%
Other	135	13%

Other please specify

Aid/Resources	Count	%
Access/extension to more grants/subsidies/loans	27	20%
COVID-19 recovery assistance/information	22	16%
Business loss recovery programs/aid	19	14%
COVID-19/PPE protection	10	7%
Mortgage/rent assistance	8	6%
Tax relief HST/Property	6	4%
Fed/Prov Regulation changes	5	4%
Foreign owned - no support/no access	3	2%
EI/payroll deductions/HST relief	3	2%
Other business supports	27	20%
n/a	5	4%

Subject: Proposed Disposition of
673 Browning Street

Report No.: CS-025-2020
Agenda Date: June 2, 2020

Attachments

Appendix 01 – Mapping & Details of 673 Browning Street (Roll 5418 030 007 15300)

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-025-2020; and
2. That Council for the City of Temiskaming Shores directs staff to proceed with the sale of land by public tender, for the property described as 673 Browning Street, with a minimum tender amount of \$5,000.

Background

At the November 5, 2019 meeting, Council approved staff to proceed with the Notice of Vesting of the subject property (673 Browning Street), following an unsuccessful tax sale.

One offer and one amended offer, were received for the property. The first offer totaled \$4,000, conditional upon the City assuming all associated costs (legal and transfer fees). Subsequently, an amended offer totaled \$1,000, conditional upon the applicant assuming all associated fees. Both the original and the amended offer were deemed too low for a serviced (water and sewer), year-round vacant lot, located in Haileybury.

At the May 19, 2020 meeting, Council held a public meeting for the purpose of presenting details related to proposed disposition of land, being 673 Browning Street. The meeting also allowed the public to provide comments on the proposed disposition prior to Council making a decision.

Analysis:

673 Browning Street (Roll 5418 030 007 15300):

- The property is located at 673 Browning Street (former Town of Haileybury), and the mapping/ details of the property may be viewed in Appendix 01.
- No Concerns were received from staff related to the potential disposition; however, the Fire Chief provided the following comment - In 2018, an order was issued to secure the building due to unauthorized entries.

- There is a building on the property that will have to be demolished due to its derelict condition.
- Notice regarding the potential disposition was advertised in the community bulletin, and no comments were received prior to, or during the public meeting on May 19, 2019.

Staff would recommend disposition of the subject property in accordance with Disposal By-law No. 2015-160:

Section No. 3 – Disposal Method

Staff recommends utilizing the Public Tender disposal method.

Section No. 4 – Determination of Value

Staff recommends utilizing the Public Tender method to determine the fair market value.

Further, it is recommended establishing a minimum tender amount of \$5,000, to recognize the value of a serviced lot, and to recognize the existing building would require demolition by the successful proponent.

Following the tender closing, an Administration Report will be presented to Council to consider an Offer of Purchase and Sale Agreement, should there be a successful proponent.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

The subject land was vested by the City and the Treasurer filed a 357, to exempt the property from taxation. The potential sale would revert the property into a taxable assessment, thereby increasing the assessment base and tax revenue.

All legal fees and incidental costs will be borne by the successful proponent (purchaser).

In accordance with the City's Disposal By-law No. 2015-160, proceeds from the disposal of land to the following two reserves:

1. Proceeds from the disposal of parkland shall be directed to the Cash-in-lieu of Parkland Reserve Fund to be used for park and other public recreation purposes.
2. Proceeds from the disposal of other land shall be directed to the Community Development Reserve.

Alternatives

No alternatives are being proposed; however, the City's Disposal By-law No. 2015-160, outlines the following alternate methods for disposal and for determining fair market value:

Section 3: Disposal Methods

One or more of the following disposal methods may be utilized:

1. Direct sale by the City
2. Public Tender or Request for Proposals
3. Public Auction
4. Listing land with a broker and/or real estate firm at a negotiated commission
5. Posting on the proposed land to be sold a "For Sale" sign which will include contact information for inquiries
6. Funding agreements
7. Direct negotiation
8. Direct advertising
9. Property exchange

Section 4: Determining Fair Market Value

One or more of the following methods may be utilized to determine the fair market value:

1. Obtaining an appraisal
2. Using the assessed value
3. Comparing recent sales of similar properties based on willing buyer / willing seller
4. Using recent appraisals for similar properties

Prepared by:

Reviewed by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

"Original signed by"

Logan Belanger
Municipal Clerk

Shelly Zubyck
Director of Corporate Services

Christopher W. Oslund
City Manager

Appendix 01 – Mapping & Details of 673 Browning Street (Roll 5418 030 007 15300)

Property Details:

Roll No.	5418-030-007-15300
Property Location	673 Browning Street
Legal Description	BUCKE CON 4 PT LT 11 PCL 23001SST
Size	50.00' Frontage 209.22' Depth
Official Plan Designation	Residential Neighbourhood
Zoning	Low Density Residential (R2)
Municipal Services	Water and Sanitary Services are Available at Property Line
Access	Year-Round Access from Browning Street
Present Use	301 – Single Family Detached
Assessment	RTEP – 95,000 (2020)

Aerial Map:



This map has been produced for illustrative purposes only.

Subject: Appointment of District Chief

Report No.:

PPP-005-2020

Agenda Date:

June 2, 2020

Attachments

None

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PPP-005-2020; and
2. That Council hereby appoints Kyle Brown as Volunteer District Chief to the Temiskaming Shores Fire Department in accordance with the *Volunteer Firefighter Hiring and Promotional Policy*.

Background

As a result of the District Chief's position becoming available at the Haileybury Fire Station, and to help ensure adequate staffing levels are maintained, the Department is seeking to fill the vacant Volunteer District Chief's position at the Haileybury Fire Station.

Analysis

Section 4.02 of Schedule "A" to By-law 2008-030, being the Fire Department Establishing and Regulating By-law for the Temiskaming Shores Fire Department, states that for the purposes of ensuring adequate staffing, twenty (20) shall be used as a guideline for the minimum number of firefighters per District Station and in no case shall the number of firefighters per District Station exceed twenty-five (25).

Based on the identified need to fill the District Chief's vacancy at the Haileybury Fire Station, the position was posted at the Haileybury Station and one letter of interest was received. Subsequently on May 21, 2020 an interview was conducted with the candidate by the Fire Chief and the City Manager for the City of Temiskaming Shores.

The candidate being recommended has demonstrated a strong desire to continue to take a leading role as a member of the Temiskaming Shores Fire Department team. Captain Kyle Brown has also served as the Acting District Chief since the position became vacant, this coupled with his work-related experience make him an excellent candidate for the position he is being recommended for. Based on the above, I am pleased to recommend that Captain Kyle Brown be promoted to the position of Volunteer District Chief to the Temiskaming Shores Fire Department in accordance with the Volunteer Firefighter Hiring and Promotional Policy.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

Financial implications include the provision of appropriate Volunteer Firefighter Honorariums which have been included in the 2020 Fire and Emergency Management Services Operational Budget in the amount \$55,700 for each station. All costs associated with the appointment would include the provision of a dress uniform and protective equipment that would be drawn from the fire departments 2020 – 2021 operational budget.

Staffing implications associated with the proposed appointment are limited to normal administrative functions and duties, and the requirement to fill the vacant position at the Haileybury Fire Station. Adequate staffing levels are established based on availability and the ability of fire department personnel to respond.

Current fire station staffing levels are as follows:

- 23 members for the Dymond Station
- 21 for the Haileybury Station, and
- 23 for the New Liskeard Station.

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original Signed By"

"Original Signed By"

Timothy H. Uttley
Fire Chief

Christopher W. Oslund
City Manager

Memo

To: Mayor and Council
From: G. Douglas Walsh, CET, Director- Public Works
Date: June 2, 2020
Subject: Industrial Wastewater Disposal – Calamity Creek Project - MTO Request
Attachments: Appendix 01 – Wastewater Disposal Agreement (MOU) – Draft
Appendix 02 – By-law 2012-032 Excerpt (Disposal Fees)

Mayor and Council:

During the construction phase of the Calamity Creek project in 2019, the Contractor experienced obstacles that were unexpected and have caused significant delays in the completion of the work. As a result of these unforeseen circumstances, the Contractor, on behalf of the Owner (MTO), was required to capture and treat water from within the limits of the project, and dispose of the “wastewater” at an approved disposal location as directed by the MECP. Due to timelines, a formal approval (ECA) would have delayed the project even further and the wastewater was transported to Sudbury for disposal adding significant costs and further delays to the completion of the project.

Earlier this year, the Ministry’s Contractor contacted City staff to discuss the logistics involved in disposing of the Industrial Wastewater at the New Liskeard Lagoon Treatment Facility. A report provided by the Contractor, completed by a local Environmental Consultant, indicated that the facility had the capacity and capability to accept the wastewater, however, approval from the MECP would be required. Having consulted with the Ontario Clean Water Agency (OCWA) and the MECP, the City advised the Contractor that the MECP would require the City to seek an amendment to the current Environmental Compliance Approval (ECA). At that point in time, the City was not interested in “re-opening” the ECA.

Further to discussions held between representatives of the Ministry of Transportation (MTO) and the Ministry of Environment, Conservation and Parks (MECP), City staff were contacted by a MTO representative requesting re-consideration of the earlier decision explaining that the MECP may opt to issue a Director’s Report, similar to that issued to the City recently providing direction on accepting leachate from a former Industrial site located within the municipality. The MTO and MECP are currently working on refining the details of that Report and staff has drafted a Memorandum of Understanding for consideration by the MTO regarding the disposal. (Appendix 01)

As outlined in our discussions with the MTO, should the Ministry of Environment, Conservation and Parks issue a Directors Report allowing for the disposal of the Industrial Wastewater into the New Liskeard Wastewater Treatment system, and the MTO and the City enter into an Agreement for that purpose, the disposal fee as outlined in By-law 2012-032 being a by-law to control discharges into the City sanitary sewage works (Excerpt in Appendix 03) may vary slightly to account for the nature and manner in which the material is being deposited.

The Directors Report would be based on a maximum assumed rate of 400,000 L of Industrial Wastewater being received per day, seven days per week, during the initial Project dewatering, and a maximum of one 28,000 L truck load of Industrial Wastewater being received per day, seven days per week, for the remainder of the Project. The proposal is also based on directing the Industrial Wastewater to the Gray Road Lift Station, which is described in the City's ECA No. 9205-ANYPRW, at a maximum rate of one (1) truck load per hour.

It is anticipated that the current need for Industrial Wastewater hauling will depend on weather, site conditions and the progress of the Project, and may last until the end of the 2020 construction season. A maximum of approximately 6,000 m³ of contaminated water may require hauling and disposal in the New Liskeard Lagoons in 2020.

The proposed Agreement with the MTO and their Contractor would involve a fee of \$80 per 1000 litres for the first 2.5M litres and \$60 per 1000 litres thereafter. Any additional testing or monitoring costs (including labour) would also be borne by the Ministry of Transportation.

At the Public Works Committee meeting held on May 27th, staff were requested to provide Council with an update in order for further discussion at the Regular Council meeting to be held on June 2nd at which time direction would be provided.

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original Signed By"

"Original Signed By"

G. Douglas Walsh
Director of Public Works

Christopher W. Oslund
City Manager

Between

**Her Majesty the Queen in the right
of Ontario as represented by the
Minister of Transportation**
“The Ministry”

and

The City of Temiskaming Shores
“The City”

Whereas the Ministry wishes to enter into a temporary agreement with The City to allow for the deposit of Industrial Wastewater from the Calamity Creek project site into the New Liskeard wastewater treatment system;

And whereas the Ministry will be responsible for all costs associated with hauling and proper handling of the Industrial Wastewater to the New Liskeard wastewater treatment system;

And whereas the Ministry agrees to pay to the City eighty dollars (\$80.00) per thousand litres (1000L) of leachate deposited for the first 2.5 million litres and sixty dollars (\$60.00) per thousand litres (1000L) thereafter;

And whereas the Ministry will be responsible to pay to The City all additional costs associated with the acceptance of the Industrial Wastewater including, but not limited to, additional sampling requirements and labour as may be required by the Ministry of Environment, Conservation and Parks;

And whereas the Ministry understands The City is responsible to ensure that all operations of the New Liskeard Lagoon are maintained as outlined in the Environmental Compliance Approval (ECA) No. 9205-ANYPRW;

And whereas the Ministry understands The City is responsible to ensure that all requirements associated with the Director’s Report for the acceptance of the Industrial Wastewater, dated **June X, 2020**, are followed;

And whereas both parties agree that the volume established per truck load of hauled Industrial Wastewater equals the certified volume of the tank unit attached to each truck and provided to the City prior to the first deposit into the New Liskeard wastewater treatment system

And whereas the Ministry shall submit to The City, on a weekly basis, all manifests associated with the hauling of the Industrial Wastewater;

Therefore this agreement will commence on **June X, 2020** and will continue until the Calamity Creek project has concluded or the Ministry provides notice of such. The City, in consultation with the Ministry of Environment, Conservation and Parks, shall provide notice to the Ministry in the event that the Agreement will need to be terminated, prior to the above stated date, due to operational concerns. Every attempt will be made to provide no less than 72 hours notice.



Memorandum of Understanding

In witness whereof the Parties hereto have hereunto set their signatures.

For the City of Temiskaming Shores

For the Ministry

Christopher Oslund
City Manager

Date

Date

Witness

Date

Witness

Date

Table 3: Sewage and Waste Water Disposal Fees

Category: Sanitary Sewer Discharge

Category 1: Septage and Holding Tank Effluent (Complies with By-law)

	Fee per 1,000 litres	Max. Fee / Year
Residential Septic Tank Effluent		
➤ Origin - Within Temiskaming Shores serviced area	\$ 20	
➤ Origin – within Temiskaming Shores rural area	\$ 20	
➤ Origin – Outside of Temiskaming Shores	\$ 40	
Residential Holding Tank Effluent		
➤ Origin - Within Temiskaming Shores serviced area	\$ 10	
➤ Origin – within Temiskaming Shores rural area	\$ 10	\$ 60
➤ Origin – Outside of Temiskaming Shores	\$ 20	\$ 120
Industrial, Commercial, Institutional (ICI) Septic Tank Effluent		
➤ Origin - Within Temiskaming Shores serviced area	\$ 20	
➤ Origin – within Temiskaming Shores rural area	\$ 20	
➤ Origin – Outside of Temiskaming Shores	\$ 40	
Industrial, Commercial, Institutional (ICI) Holding Tank Effluent		
➤ Origin - Within Temiskaming Shores serviced area	\$ 10	\$ 1,800
➤ Origin – within Temiskaming Shores rural area	\$ 10	\$ 1,800
➤ Origin – Outside of Temiskaming Shores	\$ 20	\$ 3,600

Category 2: Hauled Industrial Waste Water and Treated Groundwater Complies with Sewer Use By-law)

	Fee per 1,000 litres	Max. Fee / Year
➤ Origin - Within Temiskaming Shores serviced area	\$ 40	
➤ Origin – within Temiskaming Shores rural area	\$ 40	
➤ Origin – Outside of Temiskaming Shores	\$ 80	
Sewer Use By-law limit is exceeded (requires Surcharge Agreement)		
➤ Origin - Within Temiskaming Shores serviced area	TBE	
➤ Origin – within Temiskaming Shores rural area	TBE	
➤ Origin – Outside of Temiskaming Shores	TBE	

- **TBE – To be established for each Surcharge Agreement, by Council, in the form of Resolution or By-law.**

Subject: FCM Funding Application Submission **Report No.:** PW-016-2020
- PSD Asset Management **Agenda Date:** June 2, 2020

Attachments

Appendix 01: FCM “*Municipal Asset Management Program: Grants for Municipalities*” Application Guide

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores considers that the requirements of O. Reg. 588/17 are much more prescriptive when preparing the City’s updated Asset Management Plan, and will require the acquisition and use of appropriate software and external resources; and
2. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report PW-016-2020 and more specifically Appendix 01 being the Federation of Canadian Municipalities, “*Municipal Asset Management Program: Grants for Municipalities*” Application Guide, for potential funding to obtain Asset Management Software, training with respect to the software and Consultant assistance in order to prepare an Asset management Plan and comply with the O. Reg 588/17 (*Municipal Asset Management Regulation*) requirements; and
3. That Council for the City of Temiskaming Shores commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities’ Municipal Asset Management Program to advance our asset management program:
 - Acquisition of and training with Asset Management Software System;
 - Preparation of a O.Reg. 588/17 compliant Asset Management Plan (AMP) for July 1st, 2021
 - Lifecycle Planning and Level of Service framework for all Core Assets included in the AMP; and
4. That Council for the City of Temiskaming Shores directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities’ Municipal Asset Management Program for the acquisition of Assessment Management software training and consulting assistance; and
5. That Council for the City of Temiskaming Shores commits up to a combined total of \$50,000 from its 2020 and 2021 budgets toward the cost of this initiative.

Background

On May 15, 2020 the Federation of Canadian Municipalities announced that they were accepting applications through the Municipal Asset Management Program (MAMP), as part of the eight (8) year initiative announced by the Government of Canada in 2017.

Through the Municipal Asset Management Program, municipalities are able to access grants to fund activities such as asset management needs or risk assessments; asset management plans, policies and strategies; data collection and reporting; asset management training and organizational development; and knowledge transfer, development and sharing.

In applying asset management best practices, municipalities can determine which infrastructure projects deliver the most value for money, while improving the long-term performance of physical assets. A municipality's asset management approach considers the needs of citizens, the resources available and the lifecycle of physical assets such as roads, bridges, facilities and systems.

The application process is accessible to cities and communities across the country and subject to funding availability, applications will be accepted until October 31, 2022. Applications for previous funding announced in 2017 consumed the available monies very quickly, therefore time is of the essence.

On May 20th, 2020 staff and representatives from PSD discussed the funding opportunity and the services and software that are available to assist the City with the development and maintenance of our Asset Management Plan. Staff have viewed the “CityWide” software and its capabilities on two separate occasions.

Analysis

Based on the information provided in the FCM MAMP Application Guide, and as noted above, there are a number of areas related to Asset Management Plans eligible for funding under the Program.

Various consultants have indicated that the acquisition of and training on third-party software would be eligible for funding and that they have been working with other municipalities in the province to utilize their software for the preparation of Asset Management Plans that meet the requirements of Ontario Regulation 588/17.

While there are many software options available in today's market, of the several that city staff have viewed, two specific options appear to be able to meet the City's needs, are user friendly and can be expanded (additional modules) as the city gains more experience.

In preliminary discussions it would appear that estimates to obtain the software, training and assistance required to prepare the O.Reg. 588/17 compliant AMP are valued in the \$100K

range. Under the terms of the Municipal Asset Management Program (if successful) the City could be eligible for up to 80% (to a maximum of \$50,000) of the cost being eligible for funding. In this case the City would be responsible for approximately \$50K.

The application process is on-going at this time, and after receipt of a completed submission and applicants have received acknowledgement, project expenditures after that date would be eligible for funding if the application is successful. Typically, following the evaluation of the application, and within two (2) months of the submission date, a decision on the funding could be provided. The recipient will then receive an Agreement which is to be returned within four (4) weeks. Following the submission of a Final Project Report, funds will be disbursed.

Relevant Policy / Legislation / City By-Law

- 2020 Public Works Operations and Capital Budgets
- Ontario Regulation 588/17 (*Municipal Asset Management Planning Regulation*)

Asset Management Plan Reference

The proposed work will be used to update or replace the current Asset management Plan completed in 2014 and comply with the current Regulation by July 1st, 2021.

Consultation / Communication

- Staff participation in several software demonstrations
- Public Works Committee Meeting May 27th, 2020.
- Admin. Report PW-016-2020, Regular Council Meeting, June 2th, 2020.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

Staffing implications related to this matter would be training and data input into the software (excel templates are very well populated for the core assets) as well as continued maintenance of the data and addition of other asset groups for future use.

An allocation of \$25K was included in the 2020 operations budget for the acquisition of assistance with the development of an updated Asset Management Plan.

Alternatives

Council may decline the opportunity to submit an application for funding to the Federation of Canadian Municipalities – Municipal Asset Management Program for the project being recommended.

Submission

Prepared by:

Reviewed and submitted for
Council's consideration by:

“Original Signed By”

“Original Signed By”

G. Douglas Walsh, CET
Director of Public Works

Christopher W. Oslund
City Manager

Municipal Asset Management Program

Grants for Municipalities

Application Guide

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The Municipal Asset Management Program is an eight-year, \$110-million program designed to help municipalities make informed decisions about infrastructure investment. The program is delivered by the Federation of Canadian Municipalities and funded by the Government of Canada.

Program summary

The Municipal Asset Management Program (MAMP) is an eight-year, \$110-million program funded by Infrastructure Canada to support Canadian municipalities and communities in making informed infrastructure investment decisions based on stronger asset management practices. The program offers municipal grant funding (the subject of this guide), as well as grants to partner organizations to provide training and capacity-building activities to increase skills within local governments to sustainably maintain their asset management programs now and in the future.

For more information on MAMP, including partner grants as well as training and capacity-building activities, visit our website: fcm.ca/assetmanagementprogram.

This funding offer is open to all municipal governments in Canada. It focuses on building strong foundations in asset management by supporting activities that incorporate asset management into daily practices. **Subject to funding availability**, applications will be accepted until **October 31, 2022**.

All projects must be completed and final reports submitted by March 31, 2024.

This guide outlines everything you need to know to submit an application. It **should be read in its entirety before completing or submitting an application**. Refer to the **Quick Start Guide** for an overview of the steps required to successfully complete the MAMP Grants for Municipalities application.



Quick Start Guide — MAMP Grants for Municipalities

The Asset Management Readiness Scale

The Asset Management Readiness Scale (AMRS) will be used to evaluate your proposed project. You can also use this scale to help you plan, prioritize, and set milestones to manage the assets in your municipality.

If you have not reviewed the documentation that describes the AMRS, **STOP** this application process and learn about it and how you can use it to assess your current state of asset management maturity and identify areas for improvement.

Applicant eligibility

The main target group for MAMP Grants for Municipalities program is Canadian municipalities. If you are a Canadian municipality, you are well on your way!

If you are applying in partnership with a Canadian municipality, please read section 2 of this guide for more detailed eligibility criteria.

Project scope

To qualify, your project must lead to improvement of your municipality's asset management practices (progress is measured using the AMRS). This could include a range of practices. Here are a few examples: creating a policy, strategy and roadmap; creating asset class-specific asset management plans; or improving your employees' asset management skills. For more details on which activities can be undertaken, please refer to section 1.1.

Your project must focus on municipally owned infrastructure assets. These can be either constructed or natural assets. Consider adding the impact of climate change to the risk assessment section of your asset management plans; it is best to plan for the impact it will have on your investment decisions.

Capital works do not qualify for this funding.

Project timing

Related approval timelines

MAMP Grants for Municipalities proved to be very popular in the last round of funding, with applications coming in at a much greater rate than we had predicted. Assuming that this second round will be just as popular, it is difficult to predict how long it will take to process and approve your application. For this reason, we recommend that you create your project with flexible timelines. For example, if your project involves activities that are seasonal, be prepared to delay the start date to accommodate the technical review process.

You can reduce processing time by taking the necessary time up front to ensure that your application meets all of the submission criteria. Please read the full text of this guide and refer to it often to ensure that you have adequately covered all requirements.

Summary of application documents

We have created a simplified application process with streamlined reporting needs to meet the requirements of our funding agreement with Infrastructure Canada, while at the same time allowing for an efficient third-party technical review of your application. The following will be required in your application package:

1. Application form

You will need to complete the application form, which includes: identification and contact details; a short project description; clear tangible deliverables for each of your identified activities; and your assessment of your current AMRS maturity and what improvement(s) you expect to see immediately after completing your project. You will also identify in your application the principal outcomes of your project that will improve your AMRS maturity, summarize the resources you will dedicate to the project, and outline how your project fits with your province or territory's approach to asset management in the municipal sector.

2. Asset Management Readiness Scale assessment tool

As a part of your application, you will need to indicate your asset management readiness competency levels by using the AMRS assessment tool (please use the MS Excel worksheet provided) to address each outcome area in the notes section. Every community and organization manages its assets and the tool was designed to help you understand and describe your current asset management practices.

3. Workplan and budget

You will need to identify one to three activities that you will undertake to achieve your project's goals. Then you will need to identify the costs associated with each of those activities (please use the MS Excel worksheet provided).

4. Resolution

Submit a council (or board) resolution authorizing/supporting your asset management project, clearly stating that it commits to the municipality's/organization's portion of project costs. We have created a template that you can use for your resolution.

5. Letter of support

If you are a municipal partner applying for funding in association with a municipal government, you must provide a letter of support from the municipal government.

6. Letter of commitment

If you are submitting an application as part of a group of municipalities that are collaborating to improve knowledge-sharing or achieve economies of scale, you will need to include one letter of commitment signed by each of the participating communities. The letter should identify the expected tangible benefits of working together. Each municipality should include a copy of that letter with their application to MAMP.

Summary

While this quick start guide does not contain all the details you will need to consider in order to successfully complete a funding application, we hope it helps you understand the overall effort required. A thorough understanding of the AMRS resource and this Application Guide will help you prepare an application that meets all requirements, eliminating the need for multiple information exchanges between you and the MAMP team. These exchanges can significantly add to the application processing time.

1 Eligible activities

1.1 What activities are eligible?

The Federation of Canadian Municipalities (FCM) strives to be flexible in funding projects that improve municipal decision-making related to infrastructure. If you do not see your proposed activity on this list, please contact an FCM representative.

Eligible activities	Examples
Asset management assessments	<ul style="list-style-type: none">• Asset management needs assessments or risk assessments
Asset management plans, policies and strategies	<ul style="list-style-type: none">• Development of asset management strategies, policies, or plans; or asset risk management plans
Data collection and reporting	<ul style="list-style-type: none">• Asset condition assessments• Data collection to establish and track levels of service• Inventory of existing assets (e.g., type of asset, asset ID, location, costs to operate and maintain, future costs to replace, remaining useful life)• Long-term financial modelling to support asset management decisions• Improvements to data reporting (e.g., introducing a “state of infrastructure” report)
Training and organizational development	<ul style="list-style-type: none">• Asset management training for employees and/or elected officials• Establishment of an asset management committee (e.g., developing terms of reference, facilitating discussions)• Clarification of asset management roles and responsibilities across the organization (e.g., modifying job descriptions)• Adoption of new asset management systems or processes (e.g., paying for internal or external resources to lead organizational change)
Knowledge transfer	<ul style="list-style-type: none">• Contributions to communities of practice, conferences and peer-to-peer learning opportunities (e.g., time employees spend developing materials to share or giving presentations)• Supporting a peer community in its asset management work (e.g., time employees spend mentoring another municipality)• Developing or adapting frameworks, tools, training or approaches to use in your organization

Ineligible activities

- Any activity and/or effort conducted in the normal course of business not related to the improvement of asset management practices (e.g., regular operation, normal repairs and/or maintenance expenses, etc.)
- Employee time that is not directly associated with eligible asset management–related deliverables
- Employee time spent participating in training or learning events
- Collection and organization of data for the sole purpose of meeting PS-3150 requirements
- Development of a software program

1.2 What costs are eligible?

Eligible costs include all costs considered to be direct and necessary for the successful implementation of a project. Please see **Annex A** for full details.

2 Who can apply

This funding offer is intended to support Canadian municipal governments and eligible municipal partners. Eligible applicants are defined as follows:

1. Municipal governments*

Individual municipal governments (e.g., towns, cities, regions, districts, etc.; and local boards thereof)

2. Organizations applying in partnership with Municipal governments**

A municipal partner is one of the following entities:

- a. a municipal corporation
- b. a regional, provincial, or territorial organization delivering municipal services
- c. an Indigenous community (*Note: Certain Indigenous communities require a shared service agreement related to infrastructure with a municipal government to be eligible. Contact FCM for additional details.*)
- d. a not-for-profit organization with a focus on municipal services

3. Applying collaboratively***

Applicants for collaborative projects are required to clearly explain and demonstrate the added value and benefit that the collaboration will provide. This could include:

- economies of scale associated with the hiring of other resources;
- holding regular sessions to provide knowledge-sharing among peer communities;
- sharing best approaches for surmounting challenges associated with their asset management projects; and/or
- sharing the group's asset management best practices with other peer communities (i.e., mentoring other municipalities).

4. Applying for funding of an additional project

MAMP seeks to fund as many municipalities as possible and preference may be given to applicants that have not previously received MAMP funding. However, we will consider submissions from second-time applicants who are committed to sharing asset management knowledge best practices and results of their projects with their peers and/or improving asset management knowledge in the municipal sector. These applicants are required to identify the measures they would take to share their newly garnered expertise in order to qualify for a second round of project funding.

Please note that private-sector entities are not eligible as municipal partners; however, such entities may be subcontracted by an eligible recipient to provide services toward eligible activities.

*Quebec municipalities that apply for funding from MAMP must submit their application through Quebec's Ministère des Affaires municipales et de l'Habitation (MAMH) web portal. Follow the steps below to prepare your application. When you are ready to submit your application, refer to section 5 of this guide, which outlines how to apply and gives special instructions for submitting your application through MAMH.

**Municipal partners must apply for funding in association with a municipal government and must demonstrate municipal commitment to the project by providing a letter of support.

***Two or more municipalities can apply for funding using a collaborative approach. You and your co-applicants will need to identify each of the peer communities participating in the collaborative approach and identify specific, tangible benefits that are directly linked to the group approach on your application form. Even if applying using a collaborative approach, each community is expected to submit its own application package.

3 Funding and project scope

3.1 Contributions

The maximum MAMP contribution to a project is \$50,000. But no funding request is too small. Other (non-FCM) funding sources can be stacked to cover 100 per cent of your project costs (for example, the Gas Tax Fund and/or other government funding).

Applicants may qualify for one of the following funding opportunities:

1. Municipal governments with a population above 1,000*: **80% of eligible costs**
2. Municipal governments with a population of or under 1,000*: **90% of eligible costs**
3. Indigenous communities: **90% of eligible costs**
4. Two or more municipal governments applying as a group for a collaborative application: **90% of eligible costs**

***NOTE:** MAMP uses the municipal population data taken from the Statistics Canada 2016 Census as the only source of data for determining if your municipality is at or under the required 1,000 inhabitants to qualify for this 90% funding ratio.

3.2 Project length

The **maximum project length is 12 months**. The project start date (the date from which FCM recognizes eligible costs) can be on or after the date that FCM confirms eligibility of the proposed project after reviewing the application. It is the applicant's responsibility to ensure that the proposed project is reasonable for the allocated timeline.

All reimbursable costs must only be incurred during the project duration, i.e., between its start and end dates. Costs incurred before the official approval of the proposed project (including eligible costs) are incurred at the applicant's own risk.

Also, please note that receiving confirmation that your application is eligible does not necessarily mean that the application will be approved for funding.

3.3 Project scope of work

The scope of the project must focus on assets owned by the municipality. Both built and natural assets are eligible.

FCM encourages applicants to consider the impact of climate change* as one risk associated with municipal service provision to residents and other stakeholders. The impact of climate change* can be explicitly mentioned in a municipality's asset management policy and flow through to its other asset management business processes.

*Please visit [Learning Journey: Climate resilience and asset management](#) for more information about integrating climate considerations into your business practices.

Applicants must obtain approval from FCM before making any change to their submitted project scope. FCM's approval is not automatically assured, and a request could result in the new scope having to be re-submitted for a third-party technical review.

3.4 Eligibility of costs

Any costs incurred by the applicant before FCM receives the completed application and confirms its eligibility are incurred at the applicant's sole cost and are ineligible.

FCM is not legally obligated to fund any costs that may have been incurred until a grant agreement between the applicant and FCM has been signed.

Please refer to **Annex A** for a detailed list of eligible costs.

4 When to apply

FCM accepts applications for projects on a continuous basis, year-round, until October 31, 2022 at the latest. But please note that Grants for Municipalities is very popular and funding may be fully allocated prior to this date. FCM is under no obligation to support projects once all available funding has been committed.

Second-time applications will be considered only after the applicant's first project has been completed and funds have been disbursed. Each municipality may have only one active project at any given time. Funding is subject to availability.



5 How to apply

5.1 What is required to complete an application?

A completed application comprises four or five documents, depending on the application type:

1. completed application form
2. completed Asset Management Readiness Scale (AMRS) assessment tool (using provided MS Excel worksheet template)
3. completed workplan and budget (using provided MS Excel worksheet template)
4. resolution from council, band council, or board of directors
5. signed letter of support or letter of commitment (if applicable)

We recommend following these steps in the order listed here to ensure that you provide all of the information needed for a complete application:

► Step 1: Verify eligibility

Ensure that you are an eligible applicant — either a municipal government or a municipal partner. If you are not a municipal government, ensure that you provide a letter of support from your partner municipal government.

If you are submitting an application as part of a group of municipalities that are collaborating to improve knowledge-sharing or achieve economies of scale, you will need to include **one letter** of commitment signed by **each of the participating communities**. The letter should identify the expected tangible benefits of working together. Each municipality should include a copy of that letter with their application.

► Step 2: Download all documents

Download the following:

1. [application form](#)
2. [AMRS assessment tool](#)
3. [workplan and budget template](#)
4. [sample resolution template](#)
5. [sample letter of support or letter of commitment template \(if applicable\)](#)

Please note that the **Asset Management Readiness Scale (AMRS)** is an essential part of this process. Don't skip downloading it, and make sure you refer to it often.

Save the application form to your computer or other device so that you can edit it and save changes. Open the file using Adobe Acrobat. If you see a dialogue box asking whether you trust the links from FCM, please click "trust."

► **Step 3: Complete the self-assessment using the AMRS**

The Asset Management Readiness Scale (AMRS) is a tool designed to determine the current state of an organization's asset management practices and progress. The scale is used to track the proposed outcomes and tangible benefits of a project.

To conduct a self-assessment, gather a cross-functional team to assess the current state of your asset management practices. Use the AMRS to evaluate your organization's status in **each of the five competencies**. Each competency has five levels and each level is further broken down into three outcome areas.

Please use the AMRS assessment tool (the MS Excel worksheet provided) to indicate your level according to the AMRS and address each outcome area in the notes section. Please note that the assessment should represent the asset management practices of the entire organization.



► **Step 4: Identify your proposed activities**

Review the list of eligible activities in section 1.1 of this guide to help you identify a **minimum of one and up to three** activities that you feel are appropriate for your organization. Each activity must include a minimum of one **corresponding deliverable** that you will provide to FCM to demonstrate the completion of each activity. Each deliverable must be in the form of **tangible documents** (e.g., reports, assessments, training materials, before-and-after screenshots displaying improved data, etc.).

Activities should be descriptive enough for reviewers to understand your project and determine if your planned activities will result in the outcomes you have identified. Include a description of *why* the activities selected are a priority at this time and *how* the activities and outcomes of the project will improve your asset management capacity.

Please ensure that the activities can be completed **within 12 months**.

► **Step 5: Identify your target levels**

With your proposed activities in mind, return to the Asset Management Readiness Scale (AMRS). Identify your "expected future state" for each activity. This is the level on the readiness scale that you anticipate achieving by the end of your project. These should reflect the levels you realistically anticipate reaching within the timeframe of your project.

We recognize that improvement of asset management practices is incremental and ongoing. In some cases, the activities that are most important to you may not result in a full level change on the AMRS. As long as you describe the anticipated improvement in detail in the "expected future state" section of the AMRS assessment tool, your project will be considered. Please list the specific outcomes on the scale that are likely to be achieved through your proposed activities.

In addition to immediate outcomes, you should also describe the impact that these activities, as well as other future activities that you plan to undertake, will ultimately have on your municipality or community. Refer to section 9 of the application form.

► **Step 6: Answer the remaining questions in the project description section of the application form**

Complete the application form. This includes:

- A working title and a high-level description of the project, which will be used to publicly describe the project should your application be approved.
- Information about the human resources needed to deliver your project. In the workplan and budget template, you will be asked to identify the human resources required for each task. In the application form, please provide specifics about the internal and external human resources to be used and their experience. If you have collected quotes for externally sourced human resources, please provide this information in the application form.
- Information on how your proposed project fits with your province or territory's approach.
- One to three challenges or risks you anticipate during the project and how you plan to mitigate these challenges.

► **Step 7: Complete the workplan and budget template**

Input the activities from section 8 of your application form into the workplan and budget template. Be sure to identify the major tasks and costs associated with completing each activity. The activities in the workplan and budget must be **identical** to the activities listed in the application form. Identify a project start date and project end date in the workplan and budget template, ensuring that your proposed project can be completed in a 12-month period.

Clearly identify the funding source(s) in your budget. **You are required to identify funding sources to cover 100 per cent of the total project costs in the “sources of funding” tab.** Non-FCM funding sources can be stacked to cover 100 per cent of your project costs (for example, Gas Tax Fund and/or other government funding).

► **Step 8: Pass a resolution in support of your project**

Use the sample resolution provided, or draft your own resolution that meets the criteria identified in the sample resolution document. Demonstrate that it has been passed by your council, band council, or board of directors. Your resolution must also include the specific funding dollar amount committed to any project costs that are not covered by the FCM grant or other identified external sources. The resolution must be supplied as, and certified as, an official excerpt of the minutes of the council or board meeting by the official having the authority to do so. Please ensure that the resolution is signed and dated.

► **Step 9: Draft a letter of support or letter of commitment and have it signed (as applicable)**

If you are a municipal partner, use the sample letter of support provided, or draft your own letter that meets the criteria identified in the sample letter of support document. Please ensure that the letter of support is signed by the appropriate individuals and dated.

If you are a municipal government, a letter of support is not required unless you are applying for a collaborative project with other municipalities. In that case, a copy of the **letter of commitment** must be submitted by each municipality that is applying as part of a collaborative application.

► **Step 10: Attach documents and submit the application**

Attach the completed AMRS assessment tool, the completed MS Excel workplan and budget template, the passed resolution, and the signed letter of support or letter of commitment (if applicable) to the application form. Click the green “review” button and ensure your application is complete. When ready, submit the form with the attachments by clicking the green “submit” button on the form. This requires an Internet connection.

If you have any questions about how to complete this application, please call one of our advisors at 1-877-997-9926 or email us at programs@fcm.ca.

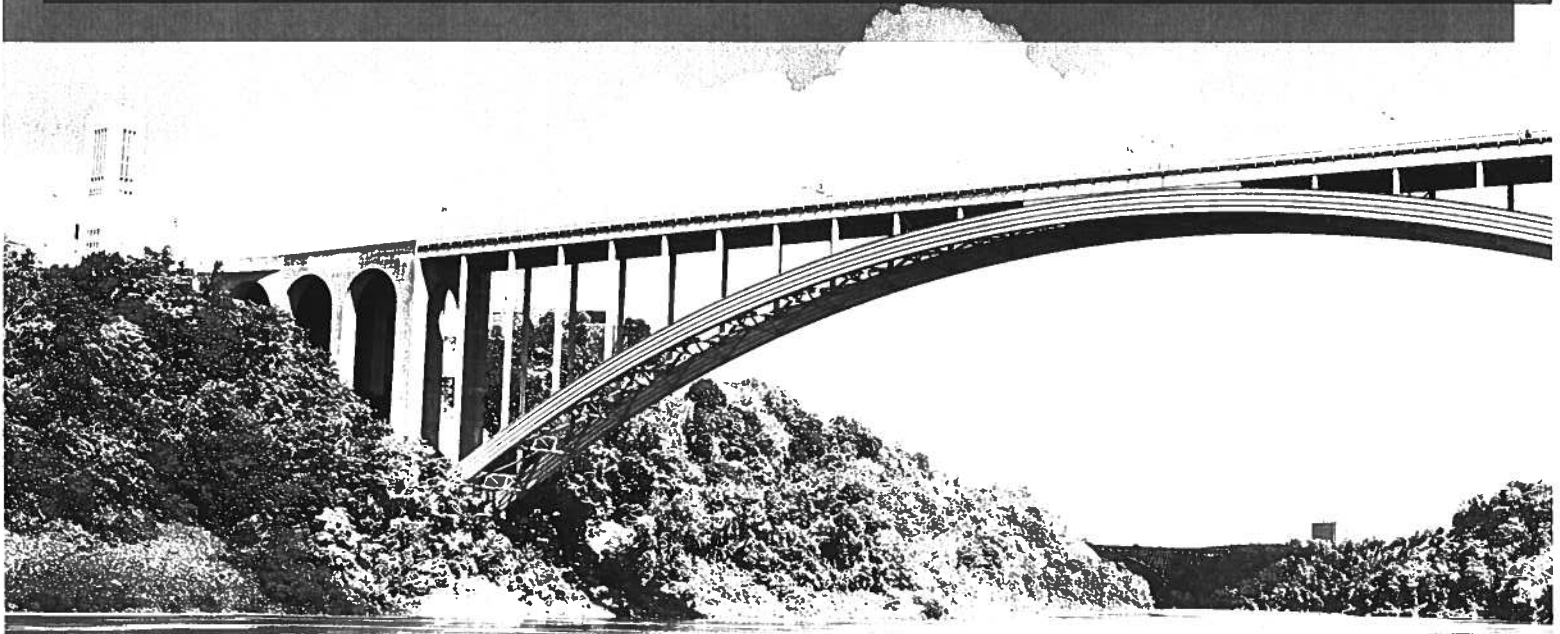
Quebec municipalities

Quebec municipalities applying for funding from MAMP are required to follow the process below to submit their application through the **Ministère des Affaires municipales et de l’Habitation (MAMH)** portal.

Once you have completed the steps in *How to apply* (outlined earlier in this section of the guide), submit your application to MAMH by following the instructions below (note that the content of the links is available in French only):

- Register and log in to the Portail gouvernemental des Affaires municipales et régionales using your username and password. Please note that this is a government of Quebec site.
- Select the program: “MAMH - Programme de gestion des actifs municipaux”.
- Upload and submit your completed application form with all attachments.
- MAMH will confirm that it has received your application. Note that MAMH requires 20 working days to review the application.
- MAMH will assess your application to ensure that the projects submitted do not conflict with Quebec government policies and directives.
- Once the assessment has been completed, MAMH will inform the applicant of its decision and send the compliant applications to MAMP for review. MAMP will then complete a review of the application (this is outlined in more detail in the sections below). Note that MAMP will inform the applicant when we have received the application from MAMH and have placed it in the queue for eligibility review.

Please direct any questions regarding MAMH or its government portal to MAMH directly.



6 Application review timeline and approval process

6.1 Application receipt confirmation

Within **five business days** of sending your application to FCM, you will receive an email from MAMP confirming that your application has been received. Please contact FCM at programs@fcm.ca if you have not received a response confirming receipt of your application within five business days.

6.2 Evaluation and scoring process

Evaluation of the application consists of an initial screening and an independent technical review, as described in section 7. FCM will approve or deny applications based on their technical review score, subject to availability of funding.

6.3 Application decision timeline

FCM is committed to informing you of the results of your application. We will provide monthly updates to applicants on our progress in processing their applications. Quebec applicants should add at least **20 business days** to the timeline for review by MAMH.

6.4 Funding process

If your project is approved, you will receive a funding notification letter followed by a grant agreement. The agreement must be signed by the funding recipient and returned to FCM within two weeks. Grant agreements that are not returned signed by the deadline stated in the accompanying email will be considered null and void, and funding may be re-allocated.

7 Application evaluation

7.1 Initial screening (eligibility criteria)

Applications will first be screened for consistency with the following basic criteria:

- applicant is eligible
- AMRS assessment is complete
- documentation is complete, including a resolution in support of the project
- grant amount is appropriate
- other sources of funding are available to cover total project costs
- project activities are eligible
- project start and end dates are appropriate
- letter of support is attached (if applicable)
- letter of commitment for collaborative applications is attached (if applicable)
- knowledge-sharing approaches are identified (for second-time applicants)

If your application passes the initial screening, you will receive confirmation, via email, that it has been accepted for further evaluation by peer reviewers. If your application is not accepted for further evaluation, FCM will contact you to provide feedback on the missing elements and, wherever possible, permit re-submission of the application in a timely manner.

7.2 Peer review evaluation (technical assessment)

A technical committee of peer reviewers will assess applications based on standards outlined for them in an evaluation guide.

In general, peer reviewers will evaluate applications based on the following considerations:

- the appropriateness of the eligible activities selected to improve the state of asset management practices in the organization;
- the reasonableness of the deliverables and outcomes, based on the activities identified;
- the appropriateness of the identified levels of effort, human and financial resources, and value for money, based on the eligible activities proposed; and
- the anticipated impacts of the proposed improvements on the organization's behaviours, relationships, policies and daily practices.

7.3 Evaluation system

The peer reviewers will evaluate the applications using the criteria and point system in the table below.

Evaluation criteria and points

Evaluation criteria	Points
Documentation of self-assessed readiness level	20
Appropriateness of activities	20
Human and financial resources	10
Significance of anticipated asset management improvements	30
Workplan and budget	20
TOTAL	100

7.4 Evaluation criteria

The evaluation criteria will assess the relative impact and proposed benefit of the project. The peer reviewers will evaluate the criteria based on the following considerations:

Documentation of self-assessed readiness level (20%):

- To evaluate the degree of asset management improvement proposed in the application, the peer reviewers require solid baseline information. They are looking for an accurate description of the current level of asset management in the organization. It is critical that the applicant has clearly and thoroughly described the organization's current level of asset management in the notes section of the AMRS assessment tool.
- Specifically, the peer reviewers will confirm that the following information is provided:
 - The rationale for the assessment of the organization's readiness level addresses each of the three outcomes associated with each of the five competencies in the Asset Management Readiness Scale (AMRS).
 - The rationale clearly supports the assessment of your organization's readiness level, so that no interpretation is required.

Appropriateness of activities (20%):

- The application must address an area of asset management with potential for improvement. The peer reviewers will evaluate **the appropriateness of the proposed activities in addressing a priority area for improvement** identified in the self-assessment.
- Specifically, the peer reviewers will consider the following questions during their evaluation:
 - Are the proposed activities, deliverables, workplan and budget commensurate with the municipality's current state of asset management readiness?
 - Will the activities and deliverables lead to the identified project outcomes, as outlined in the application form?
- The reviewers will give a higher score to municipalities whose activities include mentoring other communities or improving asset management for other municipalities.

Human and financial resources (10%):

- For the proposed activities to be successful, the application must identify sufficient and appropriate human and financial resources. The peer reviewers will consider the appropriateness of the human and financial resources assigned to the project. Human resources can be external (consultants) or internal (employees). In order to ensure good integration of activities completed by external resources and facilitate capacity-building within the organization, it is ideal for municipalities to include employees in the project work to the furthest extent possible.
- Specifically, the peer reviewers will consider the following questions during their evaluation:
 - Are the resources assigned to the project sufficient for the project's scope and required level of effort?
 - Does the assignment of resources demonstrate a commitment by the municipality to complete the identified activities?
 - Are roles and responsibilities clearly assigned for each of the human resources?
- The reviewers will give a higher score to those applicants leading training sessions or mentoring other communities.

Significance of anticipated improvements (30%):

- The goal of the Municipal Asset Management Program is to support sustained improvement of asset management practices at the municipal level, resulting in better evidence-based decision-making for infrastructure investments. Therefore, the main consideration in the evaluation of applications is **the degree to which the proposed project will improve asset management practices**. Even proposed projects with minor improvements in a single area may be eligible for funding.
- Specifically, the peer reviewers will consider if the proposed activities are likely to lead to the outcomes identified in the application form.
- The reviewers will examine the direct, immediate results of the project.
- Outcomes that also demonstrate leadership in the development or dissemination of asset management knowledge in municipalities will receive a higher score.

The peer reviewers are looking for improvement in the municipality's asset management practices, whether or not that improvement leads to a change in level on the Asset Management Readiness Scale. Peer reviewers are not evaluating applications based on the applicant's current level on the AMRS but are looking for how the proposed activities align with the AMRS and will improve the municipality's asset management practices.

Workplan and budget (20%):

- The evaluation will consider **how complete and appropriate the workplan and budget are, relative to the project scope**. The evaluation will also consider whether other sources of funding needed for the project can be obtained.
- Specifically, the peer reviewers will consider the following questions during their evaluation:
 - Are the workplan and the budget both well defined, with tasks that support the proposed deliverables and outcomes identified for each activity?
 - Is the workplan sufficiently detailed to give the project a high likelihood of success?
 - Does the budget represent good value?
 - If additional funding is required from other sources, can it be obtained?

7.5 Re-submission of applications

Wherever an application is deemed unsuitable for funding, the applicant will be given the opportunity to receive feedback on the reason(s) why. While decisions are final, FCM will work with the applicant to address gaps in promising applications so that they can be re-submitted—provided that funding was not denied for eligibility reasons. An application that has addressed FCM’s feedback may be re-submitted one-time only.

8 Intellectual property

The Municipal Asset Management Program retains copyrights to the project description and final report. With the recipient’s consent, FCM may share other documents developed as a result of this funding program that will benefit the broader municipal asset management community. Intellectual property (IP) developed by the recipient(s) as a result of this funding program will be owned by the recipient(s). Background IP (patents, copyright, software) and any third-party technology rights remain with the original owner(s).

If you are working with a third party who will be producing a document for you that will form part of the deliverables of your project, you are required to:

- a. include in your agreement with the third party (e.g., engineering consultant) statements that the copyright to the materials is assigned to the municipality (a written copyright assignment agreement) ***[Note: in this case the third party must delete their copyright notation on the document];***

or
- b. include in your agreement with the third party (e.g., engineering consultant) statements that the third party grants the municipality a broad copyright license with the ability to give a broad copyright license to FCM (a written copyright license agreement).

9 Disbursements

Funds will be disbursed when the recipient delivers a completed final report that meets the reporting requirements. This includes the following:

1. A final report document that:

- summarizes the completed project;
- describes the outcomes and knowledge developed;
- describes the impacts of the project on infrastructure-related decision-making on the organization and the broader community; and
- includes lessons learned.

2. The deliverables related to your project activities as specified in the grant agreement.

3. An updated self-assessment using the Asset Management Readiness Scale (AMRS) assessment tool, identifying progress achieved.

4. A summary of the actual eligible project expenditures accompanied by an attestation from an officer of the organization.

Templates for reporting on the requirements noted above are provided in the grant agreement (for reference). Editable templates will be emailed to the grant recipient before the project completion date. **These templates must be used without exception.**

Final reports MUST be satisfactorily received within 30 days of project completion.

10 Audit requirements

Funding recipients are responsible for maintaining records associated with funded activities until March 31, 2031. All recipients could be subject to audit by FCM or the program funder (Infrastructure Canada), following completion of the MAMP program, until March 31, 2031. Of particular note, labour and consulting costs must be documented in a manner that meets audit standards for verification of eligibility of activity and level of effort (e.g., timesheets).

Annex A – Eligible costs

Cost category	Eligible costs	Ineligible costs
Pre-application	N/A	<ul style="list-style-type: none"> Any expenditure incurred prior to FCM's eligible expenditure date Expenditure of developing this proposal or application
Administrative and overhead expenditures	<p>Administrative expenditures that are directly linked to and have been incurred for the project, such as:</p> <ul style="list-style-type: none"> Communication expenditures (e.g., long-distance calls or faxes) Outsourced printing or photocopying Acquisition of documents used exclusively for the project Document translation Transportation, shipping, and courier expenditures for delivery of materials essential for the project Design and production of communication products to promote project outcomes and benefits to the public 	<p>General overhead expenditures incurred in the regular course of business, such as:</p> <ul style="list-style-type: none"> Office space, real estate fees and supplies Financing charges and interest payments Promotional items Permits or certifications Advertising, website development, project education materials, or expenditures to disseminate project communications products Hospitality expenses (food and drink, alcohol, entertainment, etc.)
Capital expenditures	<p>Purchase of software related to asset management</p> <p><i>Note: FCM's contribution to this expense may not exceed 50% of FCM's total contribution to the project</i></p>	<ul style="list-style-type: none"> Any other capital expenditures or amortization expenses Development of a software program
Equipment rental	<ul style="list-style-type: none"> Rental of tools and equipment Related operating expenditures, such as fuel and maintenance expenditures 	Rental of tools or equipment related to regular business activities
In-kind	N/A	Any goods and services received through donation
Training	<ul style="list-style-type: none"> Expenditures associated with accessing reference materials, such as standards, templates, and toolkits Expenditures associated with attending training sessions, (provided externally) or bringing training in-house Food and drink, to the extent that these costs comply with the Treasury Board of Canada guidelines, and to the extent that they are necessary to conduct the training/workshop sessions. 	<p>Any hospitality expenses, such as:</p> <ul style="list-style-type: none"> Alcohol Door prizes Entertainment Music Decorations Flowers, centerpieces Etc.
Professional and/or technical services	Fees for professional or technical consultants and contractors, incurred in support of eligible activities	<ul style="list-style-type: none"> Expenditures associated with regular business activities not related to the project Legal fees

Cost category	Eligible costs	Ineligible costs
Employee remuneration	<p><i>Daily rates actually paid by the Eligible Recipient to its employees in Canada for time actually worked on the implementation of the Project.</i></p> <p><i>The daily rate per employee shall include the following costs:</i></p> <ul style="list-style-type: none"> a) direct salaries: actual and justifiable sums paid by the Eligible Recipient to employees in accordance with the Eligible Recipient's pay scales as regular salary excluding overtime pay and bonuses b) fringe benefit: in accordance with the Eligible Recipient's policies, as follows: <ul style="list-style-type: none"> i. time-off benefits (prorated to the annual percentage (%) of time actually worked on the implementation of the Project) ii. allowable number of days to be paid by the Eligible Recipient for the following payable absences: statutory holidays, annual vacation and paid benefits iii. actual sums paid by the Eligible Recipient for paid benefits (prorated to the annual percentage (%) of time actually worked on the implementation of the Project) iv. the Eligible Recipient's contribution to employment insurance and workers' compensation plans (where applicable), health and medical insurance, group life insurance, or other mandatory government benefits <p><i>Note: Labour costs must be documented in a manner that meets audit standards for verification of eligibility of cost and level of effort.</i></p>	<ul style="list-style-type: none"> • In-kind contribution of services • Participant salaries • Expenditures related to regular business activities • Overtime pay • Bonuses/performance pay • Fringe benefits, such as: <ul style="list-style-type: none"> — sick days — pension plan; or — any other fringe benefits not listed as eligible • Costs related to ongoing or other business activities and not specifically required for the project • Professional membership fees or dues

Cost category	Eligible costs	Ineligible costs
Supplies and materials	Supplies and materials required to undertake the project	Expenditures related to regular business activities
Taxes	The portion of Provincial/Harmonized Sales Tax and Goods and Services Tax for which your organization is not eligible for rebate	The portion of Provincial/Harmonized Sales Tax and Goods and Services Tax for which your organization is eligible for rebate, and any other expenditures eligible for rebates
Travel and accommodation	<p>For individuals on travel status (individuals travelling more than 16 km from their assigned workplace, using the most direct, safe and practical road):</p> <ul style="list-style-type: none"> Travel and associated expenses for implementing partners, guest speakers and consultants to the extent that the travel and accommodation rates comply with the Treasury Board of Canada guidelines, and to the extent that such travel is necessary to conduct the initiative https://www.canada.ca/en/treasury-board-secretariat/services/travel-relocation/travel-government-business.html Where justified, participant travel costs may be claimed with prior written consent from FCM. Under no circumstances will participant honorariums be covered. 	Any travel expense that is not paid in accordance with the Treasury Board guidelines



Subscribe to our e-bulletin to receive up-to-date
information on FCM programs:

fcm.ca/fcmconnect

or visit our website: fcm.ca/assetmanagementfunding

Subject: Contract Award –
Supply & Deliver Misc. Culverts

Report No.: PW-017-2020
Agenda Date: June 2, 2020

Attachments

Appendix 01: PW-RFQ-003-2020 - Quotation Results

Appendix 02: Draft Agreement

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. PW-017-2020;
2. That Council directs staff to prepare the necessary by-law to enter into an agreement with *Hub Capp* for the award of the Supply and Delivery of Miscellaneous Culverts in the amount of \$ 13,409.05 plus applicable taxes for consideration at the June 2nd, 2020 Regular Council meeting.

Background

Each year the City of Temiskaming Shores procures the services of qualified suppliers for the supply and delivery of miscellaneous culverts for use in the operations maintenance and repairs at various locations within the City of Temiskaming Shores.

The Request for Quotation documents were prepared and PWO-RFQ-003-2020 was distributed to previous and known potential bidders with closing date at 2:00 p.m. on May 26th, 2020.

Analysis

At the time of closure only four (4) submissions were received.

Supplier	Sub-total	HST	Total
Armtec Inc.	\$15,699.45	\$2,040.95	\$17,740.40
Hub Capp (E.S. Hubbell)	\$13,409.05	\$1,743.18	\$15,152.23
Iconix Waterworks	\$15,024.50	\$1,953.19	\$16,977.69
Wamco Waterworks	\$13,998.00	\$1,819.74	\$15,817.74

All suppliers have previously provided culvert materials to the City as well as other municipalities throughout Ontario and have demonstrated the ability to complete this work as required.

The quotations were analysed for errors and/or omissions were found to be correct and complete. The acquisition process is in keeping with the City’s Procurement Policy (By-law No. 2017-015).

The quotation amount for the intended supply is considered to be reasonable and within the approved and allotted budget for culvert maintenance.

Relevant Policy / Legislation/City By-Law

- 2020 Public Works Operations Budget
- By-Law No. 2017-015, Procurement Policy, Section 10.2 Request for Quotation

Asset Management Plan Reference

- N/A

Consultation / Communication

- Discussion at Public Works Committee Meeting, May 27th 2020.
- Administrative Report PW-017-2020, dated June 2nd, 2020.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

A total of \$60,000 was included in the 2020 Public Works Operations Budget. Minimal expenditures have occurred to-date, however, the Department has just started the culvert maintenance program for this year. All materials, supplies and equipment charges will be within the approved Budget allocation.

Alternatives

No alternatives were considered.

Submission

Prepared by:

Reviewed and submitted for
Council’s consideration by:

“Original signed by”

“Original signed by”

G. Douglas Walsh, CET
Director of Public Works

Christopher W. Oslund
City Manager

Document Title: **PWO-RFQ-003-2020 Culvert Pipe and Hardware**
 Closing Date: **Tuesday, May 26, 2020** Closing Time: **2:00 p.m.**
 Department: **Public Works** Opening Time: **2:15 p.m.**

Attendees via teleconference: 705-672-2733 Ext. 774

City of Temiskaming Shores:

Logan Belanger, Clerk	Doug Walsh, Director of Public Works	

Others:

Submission Pricing

Bidder: Iconix Waterworks

Description	Unit	Qty	Unit Price	Amount
300 mm diameter, 1.6 gauge, re-rolled annular ends.	metres	36	\$47.50	\$1,710.00
300 mm couplers, 1.6 gauge, 9 or 10 corrugated, Extra wide (24"), quoted c/w bolts & associated hardware.	each	3	\$40.00	\$120.00
400 mm diameter, 1.6 gauge, re-rolled annular ends.	metres	60	\$61.25	\$3,675.00
400 mm Couplers, 1.6 gauge, 9 or 10 corrugated, Extra wide (24"), quoted c/w bolts & associated hardware.	each	5	\$54.00	\$270.00
500 mm diameter, 1.6 gauge, re-rolled annular ends.	metres	60	\$74.75	\$4,485.00
500 mm couplers, 1.6 gauge, 9 or 10 corrugated, Extra wide (24"), quoted c/w bolts & associated hardware, for above	each	5	\$68.50	\$342.50
600 mm diameter, 1.6 gauge, re-rolled annular ends.	metres	48	\$85.50	\$4,104.00
600 mm couplers, 1.6 gauge, 9 or 10 corrugated, Extra wide (24"), quoted c/w bolts & associated hardware, for above	each	4	\$79.50	\$318.00
			Sub-Total	\$15,024.50
			H.S.T.	\$1,953.19
			TOTAL	\$16,977.69

Bidder: Hubb Cap (E.S. Hubbell)

Description	Unit	Qty	Unit Price	Amount
300 mm diameter, 1.6 gauge, re-rolled annular ends.	metres	36	\$39.20	\$1,411.20
300 mm couplers, 1.6 gauge, 9 or 10 corrugated, Extra wide (24"), quoted c/w bolts & associated hardware.	each	3	\$76.30	\$228.90
400 mm diameter, 1.6 gauge, re-rolled annular ends.	metres	60	\$50.40	\$3,024.00
400 mm Couplers, 1.6 gauge, 9 or 10 corrugated, Extra wide (24"), quoted c/w bolts & associated hardware.	each	5	\$77.45	\$387.25
500 mm diameter, 1.6 gauge, re-rolled annular ends.	metres	60	\$63.00	\$3,780.00
500 mm couplers, 1.6 gauge, 9 or 10 corrugated, Extra wide (24"), quoted c/w bolts & associated hardware, for above	each	5	\$87.50	\$437.50
600 mm diameter, 1.6 gauge, re-rolled annular ends.	metres	48	\$78.40	\$3,763.20
600 mm couplers, 1.6 gauge, 9 or 10 corrugated, Extra wide (24"), quoted c/w bolts & associated hardware, for above	each	4	\$94.25	\$377.00
			Sub-Total	\$13,409.05
			H.S.T.	\$1,743.18
			TOTAL	\$15,152.23

Bidder: Armtec

Description	Unit	Qty	Unit Price	Amount
300 mm diameter, 1.6 gauge, re-rolled annular ends.	metres	36	\$47.30	\$1,702.80
300 mm couplers, 1.6 gauge, 9 or 10 corrugated, Extra wide (24"), quoted c/w bolts & associated hardware.	each	3	\$39.40	\$118.20
400 mm diameter, 1.6 gauge, re-rolled annular ends.	metres	60	\$63.90	\$3,834.00
400 mm Couplers, 1.6 gauge, 9 or 10 corrugated, Extra wide (24"), quoted c/w bolts & associated hardware.	each	5	\$43.15	\$215.75
500 mm diameter, 1.6 gauge, re-rolled annular ends.	metres	60	\$80.70	\$4,842.00
500 mm couplers, 1.6 gauge, 9 or 10 corrugated, Extra wide (24"), quoted c/w bolts & associated hardware, for above	each	5	\$48.70	\$243.50
600 mm diameter, 1.6 gauge, re-rolled annular ends.	metres	48	\$94.30	\$4,526.40
600 mm couplers, 1.6 gauge, 9 or 10 corrugated, Extra wide (24"), quoted c/w bolts & associated hardware, for above	each	4	\$54.20	\$216.80
			Sub-Total	\$15,699.45
			H.S.T.	\$2,040.95
			TOTAL	\$17,740.40

Bidder: Wamco Waterworks

Description	Unit	Qty	Unit Price	Amount
300 mm diameter, 1.6 gauge, re-rolled annular ends.	metres	36	\$41.20/m	\$1,483.20
300 mm couplers, 1.6 gauge, 9 or 10 corrugated, Extra wide (24"), quoted c/w bolts & associated hardware.	each	3	\$63.75	\$191.25
400 mm diameter, 1.6 gauge, re-rolled annular ends.	metres	60	\$55.25/m	\$3,315.00
400 mm Couplers, 1.6 gauge, 9 or 10 corrugated, Extra wide (24"), quoted c/w bolts & associated hardware.	each	5	\$65.35	\$326.75
500 mm diameter, 1.6 gauge, re-rolled annular ends.	metres	60	\$68.50/m	\$4,110.00
500 mm couplers, 1.6 gauge, 9 or 10 corrugated, Extra wide (24"), quoted c/w bolts & associated hardware, for above	each	5	\$69.80	\$349.00
600 mm diameter, 1.6 gauge, re-rolled annular ends.	metres	48	\$81.85/m	\$3,928.80
600 mm couplers, 1.6 gauge, 9 or 10 corrugated, Extra wide (24"), quoted c/w bolts & associated hardware, for above	each	4	\$73.50	\$294.00
			Sub-Total	\$13,998.00
			H.S.T.	\$1,819.74
			TOTAL	\$15,817.74

Note: All offered prices are offers only and subject to scrutiny. Submissions will be reviewed for errors, omissions and accuracy by municipal staff prior to any awarding. All proponents whether successful or not will be notified of results, in writing at a later date.

The Corporation of the City of Temiskaming Shores

By-law No. 2020-000

Appendix 02
PW-017-2020
June 1, 2020

**Being a by-law to enter into an agreement with Hub Capp
for the Supply and Delivery of Miscellaneous Culvert Pipe to various
locations within the City of Temiskaming Shores**

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to responds to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas the Council of The Corporation of the City of Temiskaming Shores acknowledged receipt of Administrative Report No. PW-017-2020 at the June 2nd, 2020 Regular Council Meeting directing staff to prepare the necessary by-law to enter into an agreement with Hub Capp for the Supply and Delivery of Miscellaneous Culvert Pipe for consideration at the June 2nd, 2020 Regular meeting of Council;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That Council authorizes the entering into an agreement with Canada Culvert for the Supply and Delivery of Miscellaneous Culvert Pipe to various locations in the City of Temiskaming Shores, in the amount of \$13,409.05 plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 2nd day of June, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger



Schedule “A” to

By-law 2020-000

Agreement between

The Corporation of the City of Temiskaming Shores

and

Hub Capp

for the Supply and Delivery of Miscellaneous Culvert Pipe

This agreement made in duplicate this 2nd day of June 2020.

Between:

The Corporation of the City of Temiskaming Shores

(hereinafter called "the Owner")

and

Hub Capp

(hereinafter called "the Supplier")

Witnesseth:

That the Owner and the Supplier shall undertake and agree as follows:

Article I:

The Contractor will:

- a) Provide all material and perform all work described in the Contract Documents entitled:

**Corporation of the City of Temiskaming Shores
Supply and Delivery of Miscellaneous Culvert Pipe
Request for Quotation No. PWO-RFQ-003-2020**

- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents; and
c) Complete, as certified by the Director, all the work by **September 30th, 2020.**

Article II:

The Owner will:

- a) Pay the Supplier in lawful money of Canada for the material and services aforesaid Fifteen Thousand One Hundred and Fifty-Two Dollars and Twenty-Three Cents (\$15,152.23) applicable taxes included, subject to additions and deductions as provided in the Contract Documents.
b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

Article III:

A copy of each of the Form of Tender, Special Provisions, Item Special Provisions, General Conditions, Specifications, Addenda/Addendum No. 0 to 0 are hereto annexed to this Form of Agreement and together with the plans relating thereto, and listed in the Specifications, are made a part of this Contract, herein called the Contract Documents, as fully to all intents and purposes as though recited in full herein.

Article IV:

All communications in writing between the parties, or between them and the Engineer shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the Owner for whom they are intended or if sent by post or telegram addressed as follows:

The Supplier:

Hub Capp
300 Kirkpatrick Street
North Bay, Ontario
P1B 8G5

The Owner:

**Corporation of the City of
Temiskaming Shores**
P.O. Box 2050
325 Farr Drive
Haileybury, Ontario
P0J 1K0

The Director:

**The Director of Public Works
City of Temiskaming Shores**
P.O. Box 2050
325 Farr Drive
Haileybury, Ontario
P0J 1K0

Remainder of this page left blank intentionally

In witness whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in)
the presence of)

Contractor's Seal)

Hub Capp

Jaclyn Pitman, Branch Manager

Witness - Signature

Print Name: _____

Title: _____

**Corporation of the City of
Temiskaming Shores**

Municipal Seal)

Mayor - Carman Kidd

Clerk – Logan Belanger



Appendix 01 to
Schedule "A" to

By-law No. 2020-000

Form of Agreement



City of Temiskaming Shores
PW-RFQ-003-2020
Culvert Pipe & Hardware

Form of Quotation

Section 1 – C.S.P. Culvert, galvanized

Each Quotation should contain the legal name under which the Proponent carries on business, telephone number and fax number, as well the name or names of appropriate contact personnel which the City may consult regarding the Quotation.

We, the undersigned, understand and accept those specifications, conditions, and details as described herein, and, for these rates/prices offer to furnish all equipment, labor, apparatus and documentation as are required to satisfy this Quotation.

NOTE: All portions of "Form of Quotation" must be accurately and completely filled out.

Description	Unit	Quantity	Unit Price	Amount
300 mm diameter, 1.6 gauge, re-rolled	metres	36	39.20	\$1411.20



annular ends.				
300 mm couplers, 1.6 gauge, 9 or 10 corrugated, Extra wide (24"), quoted c/w bolts & associated hardware.	each	3	76.30	\$ 228.90
400 mm diameter, 1.6 gauge, re-rolled annular ends.	metres	60	50.40	\$ 3,024.00
400 mm Couplers, 1.6 gauge, 9 or 10 corrugated, Extra wide (24"), quoted c/w bolts & associated hardware.	each	5	77.45	\$ 387.25
500 mm diameter, 1.6 gauge, re-rolled annular ends.	metres	60	63.00	\$ 3,780.00
500 mm couplers, 1.6 gauge, 9 or 10 corrugated, Extra wide (24"), quoted c/w bolts & associated hardware, for above	each	5	87.50	\$ 437.50
600 mm diameter, 1.6 gauge, re-rolled annular ends.	metres	48	78.40	\$ 3,763.20
600 mm couplers, 1.6 gauge, 9 or 10 corrugated, Extra wide (24"), quoted c/w bolts & associated hardware, for above	each	4	94.25	\$ 377.00
			Sub-Total	\$ 13,409.05
			H.S.T	\$ 1,743.18
			TOTAL	\$ 15,152.23

This is Page 1 of 5 to be submitted

I/We Hubb Cap offer to supply the requirements stated within.

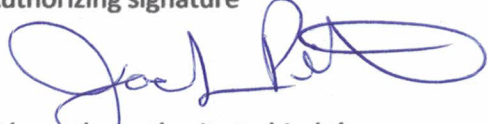
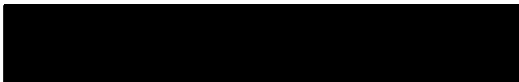
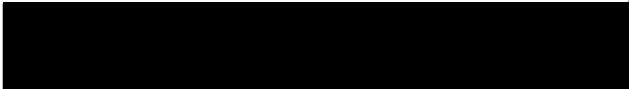


the corresponding total cost of \$ _____ Tax included.

I/We hold the prices valid for 30 (thirty) days from submission date.

I/We will deliver the required goods, services / equipment within _____ days, upon receiving a signed purchase order.

The specifications have been read over and agreed to this _____ day of _____ 2020

<p>Company Name</p> <p>HUBB CAP (E.S. HUBBELL)</p>	<p>Contact name (please print)</p> <p>JACLYN PITMAN</p>
<p>Mailing Address</p> <p>300 KIRKPATRICK ST. NORTH BAY, ON</p>	<p>Title</p> <p>BRANCH MANAGER</p>
<p>Postal Code</p> <p>R1B 8G5</p>	<p>Authorizing signature</p>  <p>"I have the authority to bind the company/corporation/partnership."</p>
<p>Telephone</p> <p>705-474-2830</p>	<p>Fax</p> <p>N/A</p>
<p>Cell Phone if possible</p> 	<p>Email</p> 

This is Page 2 of 5 to be submitted

City of Temiskaming Shores

PW-RFQ-003-2020

Culvert Pipe & Hardware



Non Collusion Affidavit

I/ We Hubb Cap the undersigned, am fully informed respecting the preparation and contents of the attached Quotation and of all pertinent circumstances respecting such Bid.

Such Bid is genuine and is not a collusive or sham Bid.

Neither the Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collective or sham Bid in connection with the work for which the attached Bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Temiskaming Shores or any person interested in the proposed Bid.

The price or prices quoted in the attached Bid are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The Bid, Quotation or Proposal of any person, company, corporation or organization that does attempt to influence the outcome of any City purchasing or disposal process will be disqualified, and the person, company, corporation or organization may be subject to exclusion or suspension.

Dated at North Bay this 1st day of May, 2020

Signed [Signature]

Company Name Hubb Cap

Title Branch Manager

This is Page 3 of 5 to be submitted

**City of Temiskaming Shores
PW-RFQ-003-2020
Culvert Pipe & Hardware**

Conflict of Interest Declaration



Please check appropriate response:

- I/we hereby confirm that there is not nor was there any actual or perceived conflict of interest in our quotation submission or performing/providing the Goods/Services required by the Agreement.
- The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company's quotation submission or the contractual obligations under the Agreement.

List Situations:

In making this quotation submission, our Company ~~has~~ / has no (strike out inapplicable portion) knowledge of or the ability to avail ourselves of confidential information of the City (other than confidential information which may have been disclosed by the City in the normal course of the quotation process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at North Bay this 21st day of May, 2020.

Firm Name

HUBB CAP

Bidder's Authorization Official

JACLYN PITMAN

Title

BRANCH MANAGER

Signature

Jaclyn Pitman

Printed

JACLYN PITMAN

Page 4 of 5 to be submitted

**City of Temiskaming Shores
PW-RFQ-003-2020
Culvert Pipe & Hardware**

Schedule "A"

Accessibility for Ontarians with Disabilities Act, 2005 Compliance Agreement

I/We, by our signature below, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*. If requested, we are able to provide written proof that all employees have been trained as required under the act.



This regulation establishes accessibility standards for customer service as it applies to every designated public sector organization and to every person or organization that provides goods or services to members of the public or other third parties and that have at least one employee in Ontario.

Name JACLYN PITMAN Company Name HUBB CAP
Phone Number 705-474-2830 Address 300 KIRKPATRICK ST.
NORTH BAY

I, JACLYN PITMAN, declare that I, or my company, are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the *Accessibility for Ontarians with Disabilities Act, 2005*.

I, _____, declare that I, or my company, are not in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the *Accessibility for Ontarians with Disabilities Act, 2005*, yet fully agree to meet the required compliance training standards on or before the delivery of the required goods and/or services. In an effort to assist non-compliant vendors, a link to a free e-learning course module called Serve-Ability, Transforming Ontario's Customer Service is available at www.gov.on.ca/mcss/serveability/splash.html.

Date: May 21/2020

Page 5 of 5 to be submitted

Subject: Bucke Park Operations Contract 2020 **Report No.:** RS-007-2020
Agenda Date: June 2, 2020

Attachments

1. Bucke Park Operators Contract 2020

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. RS-007-2020;
2. That Council acknowledges the execution of the 2020 Bucke Park Operator's Agreement, signed by the City Manager on May 29, 2020 in order to permit the opening of Bucke Park Campground in accordance and compliance with Ontario Regulation 82/20 under the Emergency Management and Civil Protection Act; and
3. That Council directs staff to prepare the necessary by-law to confirm the 2020 Bucke Park Operator's Agreement for consideration at the June 2, 2020 Regular Council meeting.

Background

On October 1, 2019 Council considered Memo No. 028-2019-CS from the City Manager which outlined the chronology of events relating to the proposed disposition of Bucke Park. Following Council discussion, Resolution No. 2019-515 was adopted as follows:

Be it resolved that Council for the City of Temiskaming Shores hereby acknowledges receipt of Memo No. 028-2019-CS and the presentation from the City Manager in regards to the Bucke Park Campground; and

Whereas at the May 21, 2019 Regular Council meeting, Resolution No. 2019- 315 was carried directing staff to release RFQ-CS-001-2019 to secure Realtor Services for the disposition of Bucke Park; and

That Bucke Park will remain in operation for the 2020 Season and that Resolution No. 2019-315 is hereby repealed; and

That Council will consider future operation of Bucke Park Campground pending further information obtained through the Recreational Master Plan.

The Bucke Park Recreation Committee brought forward a proposal to Council during the course of discussion regarding the disposition of the park indicating their desire to operate the park.

On December 17, 2019, Council considered Administrative Report RS-018-2019 from the Director of Recreation which included a sole source rationale to waive the tendering

process for the operations of Bucke Park in 2020 and to negotiate with the Bucke Park Recreation Committee to operate the Park in 2020.

During negotiations with the Bucke Park Recreation Committee, issues arose with respect to governance and insurance for the Bucke Park Recreation Committee. A compromise was made for one member of the Bucke Park Recreation Committee, Sylvain Gelineau, to enter into an agreement with the City for the 2020 Bucke Park Operator's Contract through his business. Should the City of Temiskaming Shores and the Bucke Park Recreation Committee wish to enter into a long-term agreement to operate the Park the Committee would incorporate and acquire the appropriate insurance.

With the emergence of COVID-19, the opening of Bucke Park was delayed as the Province of Ontario worked to establish a re-opening plan. On May 14, 2020 the Province of Ontario announced that campgrounds may open to the public as of May 16, 2020 to those with seasonal contracts. The following is an excerpt from Ontario Regulation 82/20 (Schedule 3) under the Emergency Management & Civil Protection Act regarding Seasonal Campgrounds:

Seasonal campgrounds

3.1 Every person responsible for a seasonal campground shall ensure that,

- (a) campsites are made available only for trailers and recreational vehicles that,
 - (i) are used by individuals who do not have another residence in Canada and are in need of housing during the emergency period, or*
 - (ii) are permitted to be there by the terms of a full season contract;**
- (b) only campsites with electricity, water service and facilities for sewage disposal are provided for use;*
- (c) all recreational facilities in the campground, and all other shared facilities in the campground such as washrooms, are closed; and*
- (d) other areas of the seasonal campground are closed to the general public and are only opened for the purpose of preparing the seasonal campground for reopening.*

Once permission to open the park was received from the province, the City of Temiskaming Shores finalized the proposed opening date of Bucke Park and completed details of the Bucke Park Operators Contract 2020 including the modified fee paid to the operator.

To ensure that the City of Temiskaming Shores could begin taking seasonal campsite registrations and that Bucke Park could open as soon as May 29, 2020 the City Manager executed the Bucke Park Operator's Contract 2020 with Sylvain G. Gelineau o/a deGarage (Appendix 01).

Analysis

City representatives have been in negotiations with the Bucke Park Recreation Committee since December 2019 and have a finalized agreement that balances the considerations of the City, the needs of the operators and the users of Bucke Park.

The City was adamant that the Bucke Park Recreation Committee be incorporated as a not-for-profit entity to ensure that appropriate insurance and employment terms could be established as well as a governance structure so any disputes amongst the Committee wouldn't fall to the city to arbitrate. As the City is not willing to commit to a term longer than one (1) year at this time, the Committee was not willing to outlay the necessary time and funds to complete incorporation. To compromise, the City has agreed, upon being requested to by the Bucke Park Recreation Committee, to allow the operators contract be awarded to the business of one member of the committee. Under the agreement, the City would deal with the operator as outlined in the agreement. The operator in turn would collaborate with the Bucke Park Recreation Committee on the day-to-day operations of the park.

The agreement includes provisions which establishes a clear understanding that the operator is an independent contractor and ensures they have appropriate levels of insurance and protection should an issue arise. By making the agreement with Sylvain G. Gelineau the City is ensuring that there are appropriate protections in place for the operator and for the City while keeping the Bucke Park Recreation Committee involved in the operations of the Park.

This agreement does not tie the City into any future contract or agreement for Bucke Park and is solely for the operation of Bucke Park in 2020.

Further, the yearly cost to the City for this agreement is less than the amount paid to our previous operator.

Staff are still confident that Sylvain G. Gelineau and the Bucke Park Recreation Committee have the necessary skills, knowledge, abilities and incentives to provide excellent service and value to the taxpayers of the City of Temiskaming Shores.

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

The budget set for the Bucke Park 2020 Operator's Contract was \$15,750.

Alternatives

1. Council could direct staff to operate Bucke Park with current City staff, however, a full review of operations would need to be undertaken to assess necessary staffing levels.
2. Council could direct staff to close Bucke Park as a public campground for the 2020 season.

Submission

Prepared by:

Reviewed and submitted for
Council's consideration by:

"Original signed by"

"Original signed by"

Mathew Bahm
Director of Recreation

Christopher W. Oslund
City Manager

The Corporation of the City of Temiskaming Shores

By-law No. 2020-000

**Being a by-law to enter into an Agreement with Sylvain Gelineau
for the Operation of Bucke Park Campground
for the 2020 Operating Season**

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas Council at its June 2nd, 2020 Regular Council Meeting, acknowledged receipt of Administrative Report No. RS-007-2020 regarding the Bucke Park Operator's Agreement and directed staff to prepare the necessary by-law to enter into an agreement with Sylvain Gelineau for the operation of Bucke Park for the 2020 term;

And whereas the Council of The Corporation of the City of Temiskaming Shores deems it desirable to enter into an agreement with Sylvain Gelineau for the operation of Bucke Park from May 22, 2020 until October 19, 2020;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the Mayor and Clerk be authorized to enter into an agreement with Sylvain Gelineau for the Operation of Bucke Park for the 2020 term, a copy of which is attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the By-law and schedule, after the passage of this By-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 2nd day of June, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger



Schedule "A" to

By-law 2020-000

Agreement between

The Corporation of the City of Temiskaming Shores

And

Sylvian Gelineau

for the Operation of Bucke Park Campground
for the 2020 Operating Season

This agreement made the 22 day of May 2020

Between:

CITY OF TEMISKAMING SHORES
(Hereinafter called the "City")

And:

Sylvain G. Gelineau
(Hereinafter called the "Operator")

WHEREAS the City is the owner of the lands described as follows:

North Part of Lot 15; Concession 1; Bucke Township; Parcel 4139 N.N.D.
(Hereinafter called the "Lands"); and

On the Lands there is a two-storey main building
(Hereinafter called the "Chalet")

AND WHEREAS the parties hereto have agreed to enter into this agreement.

1.0 PREMISES

The City hereby permits the Operator the Lands municipally known as "Bucke Centennial Park" as shown on Schedule "A" hereto attached.

2.0 INGRESS AND EGRESS

Together with right of ingress and egress for the Operators servants, family, invitees, and patrons, the use of entrance, halls, stairways, rooms, landings, walkways, driveways, park lands, docks, beaches, parking lots, and stopping areas in and about the lands and structures. (Hereinafter called the "Common Areas").

3.0 TERM AND RATE

The term of this lease runs from May 22, 2020 to October 19, 2020

The City shall pay to the Operator \$15,750 to render services as laid out in this agreement. Payment will be made in 3 payments to the operator.

Payments shall be made in the following manner:

- 3.1 25% payment on May 29, 2020
- 3.2 50% payment on July 31, 2020

3.3 25% payment on October 30, 2020

The Operator shall be responsible for providing the City the necessary documentation to receive payment by Electronic Funds Transfer.

4.0 INDEPENDENT CONTRACTOR

The City would purchase the services described in this Agreement from the Operator that will be delivered by The Operator and any designates. The Operator is an independent contractor with respect to the provision of said services. In no way shall any provisions of this Agreement be construed to create an employee-employer relationship between the Operator, the Operator’s staff and the City.

Additionally, nothing contained in this agreement shall be deemed to constitute the Parties hereto as partners nor as agents of the other. The Parties are wholly separate legal entities. Neither Party shall have any authority to act for the other or to incur any obligations on behalf of the other.

Accordingly:

- 4.1 The Operator agrees that the City shall have no liability or responsibility for the withholding, collection or payment of any taxes, employment insurance premiums or Canada Pension Plan contributions on any amounts paid by the City to the Operator or amounts paid by the Operator to its employees or contractors. The Operator agrees to indemnify the City from any and all claims in respect to the Company’s failure to withhold and/or remit any taxes, employment insurance premiums or Canada Pension Plan contributions.
- 4.2 The Operator agrees that as an independent contractor, the Operator will not be qualified to participate in or to receive any employee benefits that the city may extend to its employees.
- 4.3 The Operator is free to provide services to other clients so long as there is no interference with the Operator’s contractual obligations to the City.
- 4.4 The Operator has no authority to and will not exercise or hold itself out as having any authority to enter into or conclude any contract or to undertake any commitment or obligation for, in the name of or on behalf of the City.

5.0 WORKPLACE SAFETY INSURANCE BOARD

The Operator agrees to submit to the City, a Clearance Certificate from the Workplace Safety and Insurance Board (WSIB) of Ontario; or written confirmation from the Workplace Safety Insurance Board that the Operator and employees are not subject to Workplace Safety Insurance.

Workplace Safety Insurance Act coverage, assessments or reports are the exclusive responsibility of the Operator. If in default under the Act or Regulations, the City may withhold payment in an amount sufficient to cover such default or cancel the contract.

6.0 INDEMNIFICATION AND SAVE HARMLESS

The Operator hereby covenants at all times to indemnify and save harmless the City against all claims and demands which may be brought against or made upon the Operator and against all loss, liabilities, judgments, costs, demand or expenses, including legal costs, which the City may suffer resulting from or incidental to the services contracted subject to this Agreement or from any act or omission to act on the part of the Operator, its servants, agents, employees, contractors, sub-contractors, owners, operators or any of them during the currency of this agreement.

7.0 CITY’S COVENANTS

Telephone/Electricity

- 7.1 To pay when due the cost of the hydroelectric costs supplied to the Chalet and Lands during the term of the agreement.
- 7.2 To pay for the provision of a telephone with unlimited talk for use by the operator for the duration of the contract.

Sanitary Collection System

- 7.3 Pay for the costs associated with the Sanitary Collection System and programs unless otherwise specified.
- 7.4 To utilize a licensed waste hauler in respect to the Wastewater Holding Tanks and pay all associated costs for such unless otherwise specified.

Trailer/Tent/Transient Sites

- 7.5 Rent trailer, tent and transient sites to seasonal campers as shown on Schedule “B” hereto attached. The City must approve any modifications to any existing or proposed trailer, tent and/or transient sites.
- 7.6 The City will provide the Operator with a City debit/credit machine.
- 7.7 The City will provide the Operator one (1) seasonal site for use by the caretaker at no charge.
- 7.8 The City will be solely responsible for the administration of seasonal site agreements including the collection of fees.

Maintenance and Repair of the Lands

- 7.9 During the term of the agreement and any extension thereof to keep the said lands and chalet including windows, and fixtures therein in good repair, reasonable wear and tear, and damage by fire, lightning, tempest, flood, explosion, act of God, or the Queen’s enemies, riot, civil commotion, insurrection, structural defects and other causes not the fault or responsibility of the Operator or any of its employees, only excepted, and to deliver them up in such condition on the termination of the lease.

Rates

- 7.10 The City will establish rates for transient sites, trailer sites, tenting sites and docking facilities.

Access to the Lands

- 7.11 To provide the Operator, members, invitees and servants reasonable access to the land by means of grading access road. Grading will be in accordance with Ontario Regulation 239/02 ‘Minimum Maintenance Standards for Municipal Highways’.

Access to Chalet

- 7.12 To permit the Operator, members, invitees and servants and all persons lawfully entitled to use, by this agreement, entrance to the washrooms and laundromat of said building. The remaining areas of the Chalet shall be considered closed and not accessible.

Insurance

- 7.13 To provide for insurance against perils such as fire, wind, snow and other acts of God.

Chalet Maintenance

- 7.14 To ensure that the Chalets washrooms and laundromat are structurally sound and to alleviate any structural defects which may arise.

Park Maintenance

- 7.15 The City shall provide funds for the materials and supplies to repair and maintain the park grounds, waterfront, docks and roadways as needed due to normal usage. The city shall be responsible for the installation and removal of docks.

Material Supplies

- 7.16 The City will approve and provide the necessary materials and supplies required for the general maintenance of the Chalet and said lands.
- 7.17 The City will provide the necessary janitorial supplies for the operation of the park including cleaning supplies, paper towels and toilet paper.

Drinking Water System

- 7.18 The City will ensure that the drinking water system is in compliance with the Ontario Safe Drinking Water Act.
- 7.19 The City will provide the necessary water testing equipment.

Office Kiosks

- 7.20 The City shall provide two (2) kiosks to be placed near the Chalet at the entrance of the park to be utilized by the Operator before May 29, 2020. The kiosks shall only be used by the Operator to perform the duties as laid out in this agreement.

Waste Collection

- 7.21 The City shall provide waste collection at the park for use by the Operator and patrons of the park.
- 7.22 The City shall provide recycling collection at the park for use by the Operator and patrons of the park.

Fire Control

- 7.23 The City shall provide a Fire Permit to the operators at no cost.

8.0 OPERATOR’S COVENANTS

Water Distribution System

- 8.1 Operator is to ensure that free available chlorine (FAC) residual is tested and recorded every 24 hours, turbidity is tested and recorded every 72 hours and that checks are completed by trained personnel as per Timiskaming Health Unit Directive dated August 26, 2019 hereto attached as Schedule “C”. The Operator is also required to provide all records of testing to the City on a monthly basis.

- 8.2 The Operator is required to provide to the City a list of all personnel, including name and cell number, who will be conducting water system testing and recording.

Sanitary Collection System

- 8.3 The Operator will oversee the disposal of waste by all park patrons into the waste disposal system as provided by the City. The Operator shall be responsible for any cleaning necessary due to the misuse of the waste disposal system.

Park Operation

- 8.4 The Operator shall ensure that transient sites are reserved for occupants whose length of stay is not longer than (15) consecutive days.
- 8.5 The Operator shall supply a receipt to the camper and the City for all cash transactions.
- 8.6 The Operator shall forward all funds from Campsites and Boat slips to the City on Monday and Friday of each week.
- 8.7 The Operator may operate a small confectionary (pre-packaged items only). Any profit/loss from this operation is that of the Operator.
- 8.8 The Operator shall have the option to provide a waste disposal service for both tenants and non-tenants of Bucke Park and have the right to charge a fee for that service. There must be a fee of a minimum of \$5 for any waste disposal by non-tenants of Bucke Park. If a fee is charged for waste disposal the Operator is responsible to remit \$5 per fee charged to the City.

Cost of Repairs when Operator at fault

- 8.9 That if the chalet, heaters, light fixtures, pipes and other apparatus (or any of them) used for the purpose of heating the building, or if water pipes, drainage pipes, or the roof, outside walls or windows of the chalet get out of repair or become damaged or destroyed through the negligence, carelessness or misuse by the Operator, his directors, members, invites, servants, agents, or anyone permitted by him to be in the chalet, the expense of any necessary repairs, replacements or alterations shall be the exclusive cost of the Operator.

Assigning of Subletting

- 8.10 The Operator may not assign temporary use to other bodies unless prior written consent is received from the City, which consent will not be

unreasonably withheld. The Operator will be responsible for all provisions of this agreement when temporary use is assigned to other bodies.

Park Maintenance

- 8.11 The Operator shall be responsible for the repair and maintenance of the park grounds, waterfront, docks and roadways in need of such caused by normal usage.

Devil’s Rock Trail System

- 8.12 The Operator shall at least once per month during the term of this agreement review the Devil’s Rock Trail System as outlined in Schedule “A”, hereto attached which included signage, all trails, lookouts, and access from Highway 567. The Operator shall maintain the trail system such that the system is passable by visitors and report to the City any damage or necessary work required to be conducted by the City beyond the capability of the Operator.

- 8.13 The Operator shall maintain a log book, supplied by the City to record visitors utilizing the Devil’s Rock Trail system via Bucke Park Campground.

Cleanliness

- 8.14 The Operator shall be responsible for janitorial services so as to cause the buildings with the park to be kept in a state acceptable to the Temiskaming Health Unit and the City.

Entry by City

- 8.15 To permit the City or its agents to enter upon the premises at anytime and from time to time for the purpose of inspecting and making repairs, alterations or improvements to the premises or to any structure, and the Operator shall not be entitled to compensation for any inconvenience, nuisance, or discomfort occasioned thereby; provided that the landlord shall give reasonable advance notice to avoid inconvenience to the Operator given the private and confidential nature of the profession of the Operator.

Alterations

- 8.16 Except as herein provided, not to make or permit to be made any structural alteration, addition, change or improvement to the Chalet or the Lands without obtaining prior written approval of the City which approval shall not be unreasonably withheld.

- 8.17 The Operator shall also prohibit the erection of any permanent buildings or structures of any kind whatsoever to any trailer or vehicle within the camp. Accessory and non-permanent structures may be erected so long as they are removed from the Lands or stored in areas designated by the City for that purpose. The City reserves the rights to refuse this privilege as it sees fit.

Reports by Operator

- 8.18 The Operator shall prepare a weekly report to be sent to the Director of Recreation on every Friday that a tenant occupies the park and will include the following information: revenue collected, number of transient site stays, notes from the week and attendance at the park by the public. The Operator shall also prepare an end of season report that will review the previous year’s operations and recommend any improvements they deem necessary. This report will be reviewed by the City. The City may or may not incorporate the recommendations.

Usage of Park

- 8.19 The Operator will ensure all patrons respect that the lands, with the exception of the established sites, are for freehold public use. The Operator may not charge or unreasonably restrict use of the boat launch, parking areas, beach, and fishing or common park areas within the lands.

Fire Control

- 8.20 The Operator shall obtain a burning permit from the City of Temiskaming Shores in accordance to regulations and abide by any restrictions announced throughout the operating season.
- 8.21 The Operator shall ensure that no person shall light or use an open fire except in fire pits designated for such purpose.
- 8.22 It is the responsibility of the Operator to ensure that campers follow the provisions of the fire permit and that there are no burning restrictions in place.

Boat Slips at Marina

- 8.23 The Operator is entitled to rent boat slips to the general public. The Operator will ensure that at least two (2) transient slips are available at all times. Boat slip locations will be at the discretion of the Operator and the Operator has the discretion to request a boat slip tenant to move to a different boat slip. Storage of boats on the outside of the break-wall or in a manner that prohibits the use of the launch shall be prohibited.

8.24 The Operator is responsible for the maintenance of the slips for the duration of this agreement.

8.25 All boat slip fees are to be forwarded to the City each Friday.

Park Rules

8.26 A list of park rules that the Operator is responsible for enforcing are as indicated in Schedule “E” – *PARK RULES*, hereto attached. Additional rules may be added at the discretion of the City.

Communication

8.27 All communication surrounding the terms of the lease and administration of Bucke Park and its sites shall be made from the Operator to the Director of Recreation.

List of Operators

8.28 The Operator shall provide a list to the City before the start of this agreement that includes the name, residential address, phone number and email of all owners, directors, management and employees of the Operator.

9.0 PROVISOS

Provided always and it is hereby agreed as follows:

Amendments

9.1 This agreement may not be modified or amended except by an instrument in writing signed by the parties hereto or by their successors or assigns.

Replacement of Damaged Facilities

9.2 In the event that the complete destruction of or damage to the chalet or partial damage to the building which results in the Operator’s inability to reasonably carry on his business therein, the Agreement shall cease until the premises are fit to allow the operator to reasonably carry on his business. The City shall begin the repair or replacement thereof and with due diligence repair or reconstruct the structure of the same type and character and of equal value. After completing the repair, reconstruction or replacement, the balance of any insurance proceeds or other proceeds available by reason thereof belong absolutely to the City.

- 9.3 The City, instead of repair or replacement may at its option terminate this agreement on giving to the Operator within thirty (30) days of the happening of the damage or destruction notice in writing of its intention. Upon notification thereupon any payments for which the City is liable under the agreement shall be apportioned and paid to the date of such happening of the damage or destruction and Operator shall immediately deliver up possession of the Lands to the City.

Damage to Lands

- 9.4 The city shall not be liable nor responsible in any way for any loss of or damage or injury to any property belonging to the Operator to employees of the Operator to any other person while in the chalet or on the Lands unless such loss, damage or injury shall be caused by the negligence of the City or its employees, servants or agents and the City shall not be liable in any event for any damage to any such property caused by steam, water, rain or snow which may leak into, issue or flow from any part of the chalet or from the water, steam or drainage of the chalet or from any other place or quarter not for any damage caused by or attributable to the condition or arrangement of any electric or other wiring not for any damage caused by anything done or omitted by any other Operator.

Impossibility of Performance

- 9.5 It is understood and agreed that whenever and to the extent that the City shall be unable to fulfill, or shall be delayed or restricted in fulfilling any obligation hereunder for the supply or provision of any service or utility or the doing of any service or utility or the doing of any work or the making of any repairs because it is unable to obtain the material, good, equipment, service, utility or labour required to enable it to fulfill such obligations or by reason of any statute, law or order-in council or any regulation or order passed or made pursuant thereto or by reason of the order or direction of any administrator, controller or board, or any government department or officer or other authority, or by reason of not being able to obtain any permission or authority required thereby, or by reason of any other cause beyond its control whether of the foregoing character or not, the City shall be relieved from the fulfillment of such obligation and the Operator shall not be entitled to compensation for any inconvenience, nuisance or discomfort thereby occasioned.

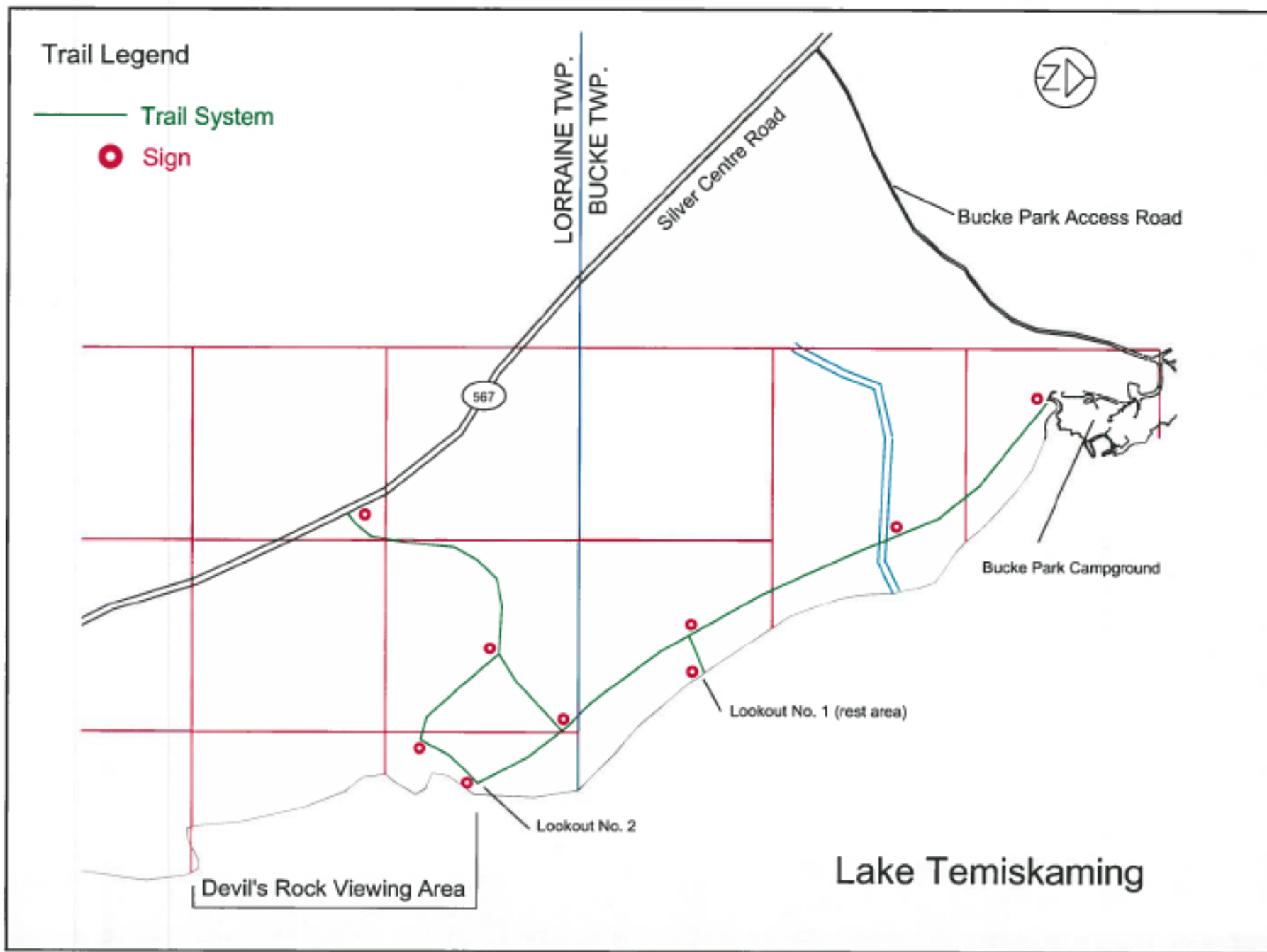
Effect of Agreement

- 9.6 This agreement and everything herein contained, shall extend to and bind and may be taken advantage of by the heirs, executors, administrators of the City, as the case may be, of each (and every) or the parties hereto, and where there is more than one Operator or there is a female party or a

corporation, the provisions hereof shall be read with all grammatical changes thereby rendered necessary and all covenant shall be deemed join and several.

Remainder of this page left blank intentionally

SCHEDULE A



SCHEDULE B





Services de santé du
TIMISKAMING
Health Unit
Enhancing your health in so many ways.

Head Office:
247 Whitewood Avenue, Unit 43
PO Box 1090
New Liskeard, ON P0J 1P0
Tel.: 705-647-4305 Fax: 705-647-5779

Branch Offices:
Dymond Tel.: 705-647-8305 Fax: 705-647-8315
Englehart Tel.: 705-544-2221 Fax: 705-544-8698
Kirkland Lake Tel.: 705-567-9355 Fax: 705-567-5476

www.timiskaminghu.com

August 26, 2019

City of Temiskaming Shores

Attention: Steve Burnett, Manager of Environmental Services

Re: Small Drinking Water System #86309NEKD located at the Bucke Park, Bucke Township, City of Temiskaming Shores, ON

This letter is to inform you that the site specific risk assessment of the Small Drinking Water System (SDWS) located at Bucke Park was completed on August 20, 2019. Based on that risk assessment, it was determined that the requirements and actions specified in the enclosed Directive are necessary to ensure a safe water supply to the users. The Directive has been served on the City of Temiskaming Shores, the current owner of this system and remains in effect for any future owner(s) or operator(s) of this system.

Please familiarize yourself with the following sections of Ontario Regulation 319/08:

- Section 5(6) detailing requirements for notification and sampling after a shut-down period of 60 days or more;
- Section 17 detailing sampling location;
- Sections 9, 10, 11, 14(9) and 24 detailing record keeping; and,

The owner and operator of a small drinking water system shall ensure that, for every sample required by this Regulation, a record is made of the date and time the sample was taken, the location where the sample was taken, the name of the person who took the sample and the result of the drinking water test conducted on the sample. O. Reg. 319/08, s. 24 (1).

Records relating to maintenance on the water treatment equipment could include filter backwash/changes, UV bulb changes, and season start up/shut down dates. Records relating to adverse events must also be kept for at least five years.

While certain sections have been highlighted in this letter, please read the regulation carefully to ensure compliance with all sections that apply to this system. A copy of Ontario Regulation 319/08 (Small Drinking Water Systems) is enclosed.

If you have any questions or concerns, please do not hesitate to contact our office.

Regards,

Maria McLean, CPHI(C)
Public Health Inspector



Head Office:
247 Whitewood Avenue, Unit 43
PO Box 1090
New Liskeard, ON P0J 1P0
Tel.: 705-647-4305 Fax: 705-647-5779

Branch Offices:
Dymond Tel.: 705-647-8305 Fax: 705-647-8315
Englehart Tel.: 705-544-2221 Fax: 705-544-8698
Kirkland Lake Tel.: 705-567-9355 Fax: 705-567-5476

www.timiskaminghu.com

Bucke Park Campground
523060 Bucke Park Rd.
North Cobalt, ON
P0J 1K0
SDWS# 86309NEKD

Directive Document under Ontario Regulation 319/08

Made pursuant to section 7 of O. Reg 319/08 (Small Drinking Water Systems) made under the *Health Protection and Promotion Act*, R.S.O. 1990 c. H.7

I, Maria McLean, a Public Health Inspector of the Timiskaming Health Unit direct the owner(s) and the operator(s) to follow the requirements and take the actions that are specified in this Directive. The owner(s) and the operator(s) shall ensure that the small drinking water system is operated in accordance with the requirements of O. Reg. 319/08.

On August 20th 2019, Maria McLean conducted a risk assessment on the small drinking water system located at Bucke Park Campground, 523060 Bucke Park Road, North Cobalt, Ontario.

Based on that risk assessment, Maria McLean determined the requirements and actions specified in this Directive are necessary to ensure a safe water supply to the users.

This directive contains legal requirements in addition to O. Reg. 319/08. To ensure that the Small Drinking Water System is in compliance, please familiarize yourself with Ontario Regulation 319/08.

NOTICE

TAKE NOTICE THAT the owner(s) and the operator(s) have a right to request a review of this Directive or amendment by Dr. Glen Corneil, Acting Medical Officer of Health of the Timiskaming Health Unit, pursuant to section 37 of O. Reg. 319/08 (Small Drinking Water Systems) made under the *Health Protection and Promotion Act*. The request must be made in writing and filed, by way of personal service, service by pre-paid registered mail, or service by fax, on the Medical Officer of Health noted below within seven (7) days after this Directive is served on you.

Furthermore, the request shall include the portions of the Directive or amendment to the Directive in respect of which the review is requested; any submission that the applicant for the review wishes the Medical Officer of Health to consider; and an address for purposes of receiving the Medical Officer of Health's decision on the requested review.

Bucke Park Campground, North Cobalt, Ontario
SDWS# 86309NEKD

Part I Risk Category

Based on the risk assessment conducted on August 20th 2019, the Small Drinking Water System (SDWS) known as Bucke Park Campground was assigned a MODERATE risk category.

Description of the SDWS:

The SDWS consists of one drilled well (without pit), installed September 29th, 2015 by Puits du Temiscamingue (Well Tag No. A168507). Treatment begins with two cartridge filters, one at 5 microns and one at 1 micron. Water then enters an arsenic removal system (ion exchange) consisting of 3 sets of parallel filters, with 2 filters in each series. Water then enters Trojan UVMax Pro20 equipped with both audible alarm and automatic shut off.

Secondary disinfection consists of a storage/ chlorine mixing tank. Water is subsequently distributed via 3 distribution lines. The first services the chalet, the second services the east campground, and the last services the south campground. Water is further distributed via 10 stand pipes, consisting of 6 connections on each. Each stand pipe has a backflow prevention device. Trailers are required to supply their own water hose to connect to the closest standpipe.

Part II Treatment System

2.0 The owner(s) and the operator(s) shall ensure that:

- a) The water treatment equipment is operated in accordance with the manufacturer's instructions and in a manner that achieves the design capabilities.
- b) Any written manufacturer operating manuals or instructions that relate to any water treatment equipment must be kept nearby and maintained for 5 years or as long as the water treatment remains in operation, which ever period is longer.

2.1 The owner(s) and the operator(s) shall:

- a) Provide filtration or other treatment as necessary to allow for proper functioning of the disinfecting equipment.
- b) Provide filtration or other treatment necessary to provide water that, when sampled and tested, have less than **0.01 milligrams per liter Arsenic**.
- c) Provide disinfecting equipment that is capable of achieving primary disinfection that is necessary for the removal or inactivation of all bacteria, viruses, and protozoa in the water.
- d) Provide secondary disinfection of the distribution system.

2.2 The owner(s) and the operator(s) shall ensure that the following disinfection treatment requirements are met at all locations within the distribution system unless point of entry device(s) is/are provided:

- Free available chlorine (FAC) residual is never less than 0.05 milligrams per liter.

Bucke Park Campground, North Cobalt, Ontario
SDWS# 86309NEKD

Part III
Sampling and Testing

3.0 The owner(s) and the operator(s) shall ensure that the following samples are taken and that the following tests are conducted at the frequency that is indicated to ensure that the drinking water sample meets the Ontario Drinking Water Quality Standards:

- a) The sampling frequency for primary parameters (*E. coli* and total coliforms) is **one sample every two months** when water is supplied to the users and at the following locations:
 - Rotational basis to ensure that different branches of the distribution system are sampled throughout the operating season.
- b) That the free available chlorine (FAC) residual is measured and recorded every time a water sample is taken for primary parameters (*E. coli* and total coliforms) testing.
- c) The frequency of sampling for Arsenic in the treated water is a minimum of one sample every two months when water is supplied to users;
- d) Prior to supplying water to users of the system after a period of more than 60 days duration during which the system has not been supplying water to users, the owner and operator shall ensure that a water sample is taken and tested for *E. coli* and total coliforms.

Part IV
Operational Checks

4.0 The owner(s) and the operator(s) shall ensure that:

- a) The operational checks and maintenance of treatment devices are performed in accordance with written manufacturer's operating manual(s) and instruction(s).
- b) Free available chlorine (FAC) is tested and recorded at a minimum frequency of once every 24 hours. Rotate sampling to ensure that different branches of the distribution system are sampled throughout the operating season.
- c) If test results do not indicate the absence of *E. coli* and total coliforms the owner and/or operator shall immediately fulfill the notification, reporting and corrective action requirements under this Regulation;
- d) If test results indicate Arsenic levels exceed the standard prescribed in the Ontario Drinking Water Quality Standards, the owner and/or operator shall immediately fulfill the notification, reporting and corrective action requirements under this Regulation.

Bucke Park Campground, North Cobalt, Ontario
SDWS# 86309NEKD

Part V
Posting of Warning Signage

Not applicable

Part VI
Records

The owner(s) and the operator(s) of a small drinking water system shall ensure that, for every sample required by O. Reg. 319/08, a record is made of the date and time the sample was taken, the location where the sample was taken, the name of the person who took the sample and the result of the drinking water test conducted on the sample.

Part VII
Operator Knowledge and Training

The owner(s) and operator(s) shall be familiar with:

- a) The content of the documents provided by the Health Department.
- b) General protection requirements (water source, source water protection issues, potential system failure, impacts of system failure, notification of users).
- c) Proper sampling techniques and lab submission processes.
- d) Ability to operate and understand why and how the treatment equipment works and what to do if treatment fails.
- e) Ability to maintain the operation of the equipment to manufacturer's instructions.
- f) Distributions systems (how to sample, maintenance, and manage what to do if a distribution system breaks).

The operator(s) requires the following training: Operation of Small Drinking Water Systems course. Can be taken online or in class. <https://wewc.ca/training/courses/>

Included:

Copy of

1. Ontario Regulation 319/08

Bucke Park Campground, North Cobalt, Ontario
SDWS# 86309NEKD

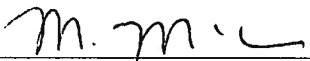
The address of Dr. Corneil is as follows:

Timiskaming Health Unit
Attn: Dr. Glen Corneil
Acting Medical Officer of Health
247 Whitewood Ave, Unit 43
New Liskeard, Ontario P0J 1P0
Fax # 705-647-5779

AND TAKE FURTHER NOTICE THAT this Directive takes effect on the date that it is served on the owner(s) even though a review may be requested.

FAILURE to comply with this Directive is an offence under the *Health Protection and Promotion Act* for which an individual may be liable upon conviction to a fine of not more than \$5,000.00 and a municipality or other corporation may be liable upon conviction to a fine of not more than \$25,000.00 for every day or part of each day on which the offence occurs or continues. Where a corporation, other than a board of health or a municipality, is convicted of an offence under this Act, each director of the corporation and each officer, employee or agent of the corporation who was in whole or in part responsible for the conduct of that part of the business of the corporation that gave rise to the offence, is guilty of an offence unless he or she satisfies the court that he or she took all reasonable care to prevent the commission of the offence.

Dated at the Timiskaming Health Unit, this 26th day of August 2019.



Maria McLean, C.P.H.I. (C)
Public Health Inspector
Timiskaming Health Unit

Served Upon: Steve Burnett, Owner

Hand delivered by: _____

Date/Time: _____

-or-

Registered courier: _____

Date: _____

Received by:  _____

Date/Time: Aug 27/19 / 1:12 pm

SCHEDULE D



RULES OF THE BUCKE PARK CAMPGROUND

The City of Temiskaming Shores hires an Operator to manage the campground. The Operator(s) they are authorized to manage the care and control of the park.

Any camper breaching any of these rules may be evicted from the park with no refund permitted.

1) Period of Occupancy

No occupancy will be allowed in the park during the period of November 1st to April 30th. Trailers may be stored on the site if the appropriate winter storage agreement has been signed and fee paid to the City.

2) Trailer and Accessories Area

The area of each lot covered by a trailer and accessories such as decks, sheds, add-ons can at no time exceed 50% of the trailer lot.

3) Occupancy of Trailer Lots

Each trailer lot is allowed only one trailer on it at any time.

4) Waste Disposal

Campers are responsible to dispose of their own garbage in the containers provided in the park. Sewage or grey water must be emptied into the holding tank at the entrance to the park.

5) Pets

Campers with any pets must not let them run at large or commit any nuisance within the limits of the park. All pets harbored in the park for more than 30 consecutive days must have municipal tags. Campers must clean up after their pets at all times.

6) Campfires

Campfires are permitted only in contained fire pits and must be extinguished before retiring, in the event of high winds, or upon request of the park operator.

SCHEDULE D

7) Firewood

No scrap wood (i.e. countertops, cupboards, wooden lawn furniture) to be burned. Approval from the Operator is required prior to cutting down trees for any purpose.

8) Speed Limits

The speed limit for all vehicles inside the park is **10 km/h**.

9) Parking

There are to be no vehicles parked on park roadways at any time. Any visitors to the park must park in the designated visitor parking areas. Any boat trailers that will be in the park for a period of more than five (5) Consecutive days must be parked in the trailer parking lot at the North end of the park.

Parking in the vicinity of the launch is permitted however not in a manner that impedes the use of the launch. Notices will be provided to the car owner should this occur.

10) Hunting

Is not permitted in the park or on the Devil's Rock Trail

11) Beach

The Beach is not supervised and children under 12 years of age require adult supervision.

12) Improper Conduct

Seasonal Campers are responsible for the conduct of their guests. Conduct disturbing or objectionable to the Operator and other campers will not be tolerated.

13) Communication

Any issues that arise should be first communicated with the Park Operator or member of the operating committee.

NOTE: The Operator will provide a verbal warning to the camper when a rule is not adhered to and log the incident in the log book. Should the camper repeat the action or not adhere to another rule a written warning will be provided. On the third incident, the camper will be asked to leave the park for the remainder of the season.

The Corporation of the City of Temiskaming Shores
By-law No. 2020-057
Being a by-law to adopt the 2020 Municipal Budget for
the City of Temiskaming Shores

Whereas Section 290(1) of the *Municipal Act, 2001* (SO. 2001, c.25) provides that a local municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

And whereas Section 290(2) of the *Municipal Act, 2001* (SO. 2001, c.25) provides that the budget shall,

- a) in such detail and form as the Minister may require, set out the estimated revenues, including the amount the municipality intends to raise on all the rateable property in the municipality by its general local municipality levy; and
- b) provide that the estimated revenues are equal to the estimated expenditures;

And whereas Section 290(4) of the *Municipal Act, 2001* (SO. 2001, c.25) provides that in preparing the budget, the local municipality,

- a) shall provide for any operating deficit of any previous year and for the cost of the collection of taxes and any abatement or discount of taxes;
- b) may provide for taxes and other revenues that it is estimated will not be collected during the year; and
- c) may provide for such reserves as the municipality considers necessary;

And whereas Public Notice was provided in the Temiskaming Speaker on May 20 and 27, in Weekender May 23 and 30 and on Facebook being at least seven (7) days prior to the passing of the by-law in accordance with By-law No. 2004-022, as amended informing the public of its intention to adopt the 2020 Municipal Budget;

And whereas it is deemed necessary and expedient to adopt the capital and general operating budget for the City of Temiskaming Shores for the year 2020.

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the 2020 general levy, which the municipality intends to raise on all rateable property in the municipality, be hereby established at \$13,653,597.
2. That the 2020 Operating and Capital Budgets, attached hereto as Schedule "A", Schedule "B", Schedule "C" and Schedule "D" and forming part of this by-law, be hereby adopted, approved and authorized.

Read a first, second and third time and finally passed this 2nd day of June, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger



Schedule "A" to

By-law No. 2020-057

2020 Municipal Budget

Schedule "A" to By-law 2020-057

General Operations

	2020 Budget
Revenues	
Grants	4,957,334
Taxation	13,823,673
Other Revenues	4,448,447
Education	3,012,934
Business Improvement Area	50,342
Total Revenues	26,292,730
Expenditures	
Municipal Operations	16,827,034
Health & Social Services	2,761,005
Policing	2,491,856
Libraries	421,064
Education	3,012,934
Business Improvement Area	50,342
Total Expenditures	25,564,235
Transfer to Capital	728,495



Schedule "B" to

By-law No. 2020-057

2020 Municipal Budget

Schedule "B" to By-law 2020-057

Environmental Operations

	<u>2020 Budget</u>
Revenues	
User Fees	<u>5,019,771</u>
Total Revenues	<u>5,019,771</u>
Expenditures	<u>4,420,538</u>
Transfer to Capital	<u><u>599,233</u></u>



Schedule "C" to

By-law No. 2020-057

2020 Municipal Budget

Schedule "C" to By-law 2020-057

2020 Capital Budget

	<u>Capital 2020 Budget</u>
General Capital	
Grants	1,934,110
Revenues	2,160
Debt	1,000,000
Transfer from Reserves	138,480
Expenditures	<u>3,803,245</u>
Transfer from Operations	<u><u>(728,495)</u></u>

	<u>Capital 2020 Budget</u>
Environmental Capital	
Grants	0
Debt	0
Transfer from Reserves	500,767
Expenditures	<u>1,100,000</u>
Transfer from Operations	<u><u>(599,233)</u></u>



Schedule "D" to

By-law No. 2020-057

2020 Municipal Budget

Schedule "D" to By-law 2020-057

Reconciliation of Tax Levy Budget to PSAB Surplus

			<u>2019 Budget</u>
	Net General Operations		728,495
	Net Environmental Operations		599,233
	Net General Capital		(728,495)
	Net Environmental Capital		<u>(599,233)</u>
	Tax Levy Budget		0
Add Back:	Capital Expenditures	5,698,717	
	LTD Principal Repayments	1,516,998	7,215,715
Less:	Transfer from Reserves	138,480	
	LTD Proceeds	1,000,000	
	Amortization	3,919,950	<u>5,058,430</u>
	PSAB Deficit		<u><u>2,157,285</u></u>

The Corporation of the City of Temiskaming Shores
By-law No. 2020-058
Being a by-law to establish Tax Ratios for 2020

Whereas The Corporation of the City of Temiskaming Shores is required to establish tax ratios pursuant to Section 308 of the Municipal Act, 2001, as amended;

And whereas the tax ratios determine the relative amount of taxation to be borne by each property class;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts a follows:

The tax ratios for the municipality for 2020 are as follows:

Residential/Farm	1.000000
Multi-Residential	2.344062
New Multi-Residential	1.000000
Commercial	2.074720
Commercial Exc. Land	1.452304
Commercial Vac. Land	1.452304
Industrial	2.338225
Industrial Exc. Land	1.519846
Industrial Vac. Land	1.519846
Landfill	3.574008
Pipeline	0.905497
Farmlands	0.250000
Managed Forests	0.250000

Read a first, second and third time and finally passed this 2nd day of June, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger

The Corporation of the City of Temiskaming Shores

By-law No. 2020-059

**Being a by-law to provide for the adoption of 2020 tax rates
for municipal and school purposes and to further provide
penalty and interest for payment in default**

Whereas as per Section 290(1) of the Municipal Act, S.O. 2001, c.25, as amended, municipal council adopted the 2020 Municipal Budget with By-Law No. 2020-057 on June 2, 2020 which included estimates of all sums required during the year for the purposes of the municipality;

And whereas as per Section 307 (2) (b) of the Municipal Act, S.O. 2001, c.25, as amended, the tax rates and the rates to raise the fees or charges shall be in the same proportion to each other as the tax ratios established under Section 308 for the property classes are to each other;

And whereas as per Section 308 (3) of the Municipal Act, S.O. 2001, c.25, as amended, the tax ratios are the ratios that the tax rate for each property class must be to the tax rate for the residential/farm property class where the residential/farm property class tax ratio is 1 and, despite this section, the tax ratio for the farmlands property class and the managed forests property class prescribed under the Assessment Act;

And whereas as per Section 312 (2) of the Municipal Act, S.O. 2001, c.25, as amended, provides that for the purposes of raising the general local municipal levy, the council of a local municipality shall, after the adoption of estimates for the year, pass a by-law levying a separate tax rate, as specified in the by-law, on the assessment in each property class in the local municipality rateable for local municipality purposes;

And whereas as per Section 345(1) of the Municipal Act S.O. 2001, c.25, as amended, a municipality may pass by-laws to impose late payment charges for the non-payment of taxes or any instalment by the due date;

And whereas Council has set tax ratios under the authority of By-law No. 2020-058 as adopted on June 2, 2020.

And whereas the 2020 levy for municipal purposes is \$13,653,597.

And whereas certain education rates are provided in various regulations and commercial and industrial education amounts have been requisitioned by the Province.

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts as follows:

1. That the tax rates for 2020 for municipal and education purposes be hereby set as per Schedule "A" hereto attached and forming part of this by-law;

2. That all charges shall be added to the tax roll and shall become due and payable in two (2) instalments as follows:

50% of the final levy for all classes shall become due and payable on the 15th day of July, 2020;

50% of the final levy for all classes shall become due and payable on the 15th day of September, 2020;

3. That non-payment of the amount, as noted, on the dates stated in accordance with the by-law constitutes default and that all taxes of the levy which are in default after the noted due dates shall be added a penalty of 1.25% per month, until December 31st, 2020; and
4. That all taxes unpaid as of December 31, 2020 shall be added a penalty at the rate of 1.25% per month for each month or fraction thereof in which the arrears continue.

Read a first, second and third time and finally passed this 2nd day of June, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger



Schedule "A" to
By-law 2020-059

General Tax Rates			
	Municipal	Education	Total
Residential	0.0113726	0.0015300	0.0129026
Multi - Residential	0.0260618	0.0015300	0.0275918
Commercial Occupied	0.0233311	0.0098000	0.0331311
Commercial Excess/Vacant Land	0.0163317	0.0098000	0.0261317
Industrial Occupied	0.0265917	0.0098000	0.0363917
Industrial Excess/Vacant Land	0.0172846	0.0098000	0.0270846
Landfill	0.0406457	0.0098000	0.0504457
Pipelines	0.0102978	0.0080992	0.0183970
Farmland	0.0028432	0.0003825	0.0032257
Managed Forest	0.0028432	0.0003825	0.0032257
New Liskeard Business Improvement Area			0.0013991

The Corporation of the City of Temiskaming Shores
By-law No. 2020-060
Being a by-law with respect to water and sewer service rates

Whereas in accordance to Section 391(1) a municipality and a local board may pass by-laws imposing fees or charges on any class of persons,

(a) for services or activities provided or done by or on behalf of it;

And whereas in accordance to Section 398 (2) of the Municipal Act, S.O. 2001, c.25, as amended, the treasurer of a local municipality may, and upon request of a local board whose area of jurisdiction includes any part of the municipality shall, add fees and charges imposed by the municipality, or local board, respectively, under this Part to the tax roll for the following property in the local municipality and collect them in the same manner as municipal taxes:

1. In the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied.

Now therefore the Council of The Corporation of the City of Temiskaming Shores deems it expedients to enact the following:

1. That the rates and charges with respect to water and sewer services are hereby set as per Schedules "A" and "B" hereto attached and forming part of this by-law.
2. That the provisions of this By-law shall come into force and take effect January 1, 2020.
3. That by-law 2019-054 with respect to rates and charges for water and sewer services is hereby repealed.

Read a first, second and third time and finally passed this 2nd day of June, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger



Schedule "A" to

By-law No. 2020-060

Water and Service Sewer Rates

Schedule "A"
2020 Schedule of Water & Sewer Rates

Roll Numbers 010-000-00000-0000 to 010-999-99999-9999 (New Liskeard)
and 030-000-00000-0000 to 030-999-99999-9999 (Haileybury)

<u>Domestic Water and Sewage Users</u>			
	<u>Water only/unit</u>	<u>Sewer only/unit</u>	<u>Combined/unit</u>
Annual	\$519.88	\$441.90	\$961.78
Pool	\$55.90	\$47.52	\$103.42
<u>Business Operated out of Residential Units</u>			
	<u>Water only/unit</u>	<u>Sewer only/unit</u>	<u>Combined/unit</u>
Annual	\$250.96	\$213.31	\$464.27
<u>Commercial/Industrial</u>			
	<u>Water only/unit</u>	<u>Sewer only/unit</u>	<u>Combined/unit</u>
Annual	\$501.92	\$426.63	\$928.55
<u>Restaurants/licensed facilities</u>			
	<u>Water only/unit</u>	<u>Sewer only/unit</u>	<u>Combined/unit</u>
Annual	\$1,001.02	\$851.04	\$1,852.26
<u>Hotels / Motels (each Self-Contained Unit)</u>			
	<u>Water only/unit</u>	<u>Sewer only/unit</u>	<u>Combined/unit</u>
Annual	\$392.66	\$333.76	\$726.42
<u>Car Dealers</u>			
	<u>Water only/unit</u>	<u>Sewer only/unit</u>	<u>Combined/unit</u>
Annual	\$1,001.22	\$851.04	\$1,852.26
<u>Rooming Houses:</u>			
<u>Basic Residential</u>			
	<u>Water only/unit</u>	<u>Sewer only/unit</u>	<u>Combined/unit</u>
Annual	\$519.88	\$441.90	\$961.77
<u>Each Add'l Room</u>			
Annual	\$97.14	\$82.57	\$179.70
<u>Schools (per student/staff)</u>			
	<u>Water only</u>	<u>Sewer only</u>	<u>Combined</u>
Annual	\$13.69	\$11.64	\$25.334.83

Sewage Service Rates

Sewage service rates shall be charged at a rate of eighty-five percent (85%) of the total water rate charges.

Metered Water Rates

Rates and Charges (Residential)

First 925,000 gallons	\$5.41/1000 gallons
All additional gallons	\$3.53/1000 gallons
Minimum Bill	\$519.88

Residential Rate (Multi Residential Dwelling)

First 925,000 gallons	\$5.41/1000 gallons
All additional gallons	\$3.53/1000 gallons
Minimum Bill	\$519.88 x half the number of residential units

Commercial, Institutional, & Industrial

First 925,000 gallons	\$3.92/ 1000 gallons
All additional gallons	\$3.41/1000 gallons
Minimum Bill	\$501.92

Combination of Residential and Commercial, Institutional & Industrial

First 925,000 gallons	\$5.41/1000 gallons
All additional gallons	\$3.53/1000 gallons
Minimum Bill	\$501.92 x half the number of units
Minimum Bill for Motels	\$501.92 x 35% of the number of units

Vacancy Rates

Units unoccupied for a period of at least three (3) consecutive calendar months with water service maintained are eligible for a reduction in the water/sewer rate.

The vacancy rate will take effect in the 4th month of the vacancy period.

50%/unit/month

<p><u>Water Service Off</u></p> <p>Properties with water service turned off by Public Works will be adjustment for the period that the water service is off.</p>	<p>Water Rate - \$0.00 Sewer Rate – 50% of applicable rate</p>
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<p><u>Water Meter Rentals</u></p>	
<p>Meter Size</p>	
<p>5/8"</p>	<p>\$60.00</p>
<p>3/4"</p>	<p>\$60.00</p>
<p>1"</p>	<p>\$60.00</p>
<p>1 1/2"</p>	<p>\$96.00</p>
<p>2"</p>	<p>\$96.00</p>
<p>3"</p>	<p>\$216.00</p>
<p>4"</p>	<p>\$216.00</p>
<p><u>Water Service Turn off or Turn on</u></p>	
<p>-during regular hours</p>	<p>\$40.00 plus HST</p>
<p>-after regular hours</p>	<p>\$70.00 plus HST</p>
<p><u>Bulk Water Charge</u></p>	
<p>-Per Load up to 5,500L (based on tank size)</p>	<p>\$50.00 plus HST</p>
<p>-Each Additional 1000L</p>	<p>\$10.00 plus HST</p>



Schedule "B" to

By-law No. 2020-060

Water and Service Sewer Rates

Schedule "B"
2020 Schedule of Water and Sewage Rates

Roll Number 020-000-00000-0000 to 020-999-99999-9999 (Dymond)

<u>Water Rates</u>	
<u>Residential</u>	
Annual Fee	\$519.88/unit
Pool	\$55.90/unit
<u>Commercial Users</u>	
Small	\$501.92/unit
Medium	\$835.82/unit
Large	\$1,337.23/unit
Commercial Retail Outlet	\$91.17/employee
<u>Motels & Restaurants</u>	
Motels	\$127.11/unit
Motel Swimming Pool	\$10.60/unit
Health Club Swim Pool	\$21.44/member
Restaurant Dining Room	\$46.22/seat
Restaurant Tavern	\$26.41/seat
<u>Institution</u>	
Schools	\$13.69/student
<u>Meter Rates</u>	
Commercial, Institutional, & Industrial	
First 925,000 gallons	\$3.92/ 1000 gallons
All additional gallons	\$3.41/1000 gallons
Minimum Bill	\$501.92
<u>Sewage Service Rates</u>	
Sewage service rates shall be charged at a rate of eighty-five percent (85%) of the total water rate charges.	

The Corporation of the City of Temiskaming Shores
By-Law No. 2020-061
Being A By-Law to Adopt an Accounts Receivable Policy

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to responds to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas the Council of The Corporation of the City of Temiskaming Shores acknowledged receipt of Administrative Report CS-022-2020 at the June 2, 2020 Regular Council meeting regarding an updated Accounts Receivable Policy and directed staff to prepare the necessary by-law to amend the said policy;

And whereas Council of The Corporation of the City of Temiskaming Shores deems it necessary to adopt a revised Accounts Receivable Policy.

Now therefore the Council of The Corporation of the City of Temiskaming Shores enacts the following as a by-law:

1. That Council for the City of Temiskaming Shores adopts a new Accounts Receivable Policy, identified as Schedule "A" attached hereto and forming part of this by-law.
2. That this By-law shall come into force and take effect on the date of its final passing.
3. That By-law No. 2012-062, By-law No. 2012-168, By-law No. 2013-131 and By-law No. 2013-131 be hereby repealed.
4. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 2nd day of June, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger



Schedule "A" to

By-law No. 2020-061

Accounts Payable Policy

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1. Purpose

The goal of the policy is to establish a framework that will lead to procedures that are efficient and consistent across all municipal departments. This policy focuses on invoicing and collection of general accounts receivable or amounts owed to the City.

2. Billing

The City issues invoices on a timely basis upon receipt of an invoice request that has been submitted with sufficient documentation supporting the request by the different departments.

The City also issues periodic invoices for lease agreements, service agreements and/or other miscellaneous agreements passed by By-law.

For work done by municipal staff an overhead charge of 30% of wages for full time staff and 15% for students will be applied to any wages charged for the work completed.

A 15% administration fee will be applied to any invoice for work and/or services that is provided which is outside the municipality's regular scope of operations or boundaries. This administration fee does not apply to inter-municipal transactions.

3. Late Payment Charges

A monthly interest rate of 1.25%, being a charge imposed each month on the due and unpaid invoices consistent with the interest rate charged on outstanding property taxes, will be applied to all overdue balances.

4. Payment Terms

Payments shall be applied first against any interest/penalty charged on the account then applied in order of the oldest to the most recent arrears.

a) Hall Rentals:

- Payment of the facility rental fee is due in full upon booking.
- The cleaning/damage/key deposit is due upon booking.
- **Keys provided to the proponents of the rental agreement** may be dropped off at one of two prescribed locations (Pool Fitness Centre – New Liskeard or City Hall – Haileybury) within 48 hours after the scheduled event or the proponent will default their cleaning/damage/key deposit.

- A key deposit will be required from any party other than the proponents of the rental agreement, such as caterers, decorators, etc. Keys may be dropped off at one of two prescribed locations (Pool Fitness Centre – New Liskeard or City Hall – Haileybury) within 48 hours after the scheduled event or the key deposit will be defaulted.
 - Charging privileges do not apply to Hall Facility Rental fees.
- b) Birthday Parties (Pool and Lounge):
- The rental fee must be paid at the time of booking.
 - Any additional fees must be paid immediately at the time of use of the facility.
 - Charging privileges do not apply to Birthday Party fees.
- c) Lounge Rentals (non fitness programs):
- Payment of the facility rental fee is due upon booking.
 - Charging privileges do not apply to Lounge Rental fees.
- d) Lounge Rentals (fitness programs):
- Payment of the facility rental fees is due upon booking.
- e) Youth Sports Groups (Hockey, Figure Skating, Soccer, Swimming, etc)
- Youth sports programs will be billed monthly as per the approved schedule.
 - No interest will be charged on any outstanding amounts during the regular operating season of the program.
 - All outstanding amounts are required to be paid within thirty (30) days from the end of the regular operating season.
 - Interest will be applied on any outstanding amounts if any amounts remain outstanding thirty (30) days after the end of the regular operating season.
 - Charging privileges do not apply to organizations not located within the City of Temiskaming.

f) School Groups:

- School groups will be billed monthly as per the approved schedule.
- No interest will be charged on any outstanding amounts during the school year.
- All outstanding amounts are required to be paid within thirty (30) days from the end of the school year.
- Interest will be applied on any outstanding amounts if any amounts remain outstanding thirty (30) days after the end of the school year.
- Charging privileges do not apply to schools not located within the District of Timiskaming.

g) Commercial Ice Users:

- Commercial Users will be billed based on the approved schedule as per the City's Municipal Ice Booking Policy.
- The invoice is due upon receipt.
- Failure to pay will result in the cancellation of the use of the facility.
- Charging privileges do not apply to Commercial Ice Users.

h) Adult Hockey Leagues:

- Invoice will be processed based on the approved schedule as per the City's Municipal Ice Booking Policy.
- Invoice is due upon receipt.
- If the invoice is not paid within one (1) week, interest will be applied on the account at the prescribed rate.
- Failure to pay may result in the cancellation of the use of the facility.

i) Casual Ice Users:

- Payment of the facility rental fee is due upon booking.
- Charging privileges do not apply to Casual Ice Users.

j) Baseball Leagues:

- Invoice will be processed based on the schedule of events booked for the season by the applicable league.
- Payment will be due no later than the end of the second full week of the season and will be subject to applicable interest rates if unpaid.
- Failure to pay will result in the cancellation of the use of the facility.
- Final reconciliation will be completed in consultation with the applicable leagues for any cancellations due to inclement weather.

k) Marina Boat Slip:

- Payment for a Marina Boat Slip is required prior to docking a boat within the facilities.
- Payment must be accompanied by a completed Mooring Agreement and proof of liability insurance.
- Marina keys will not be activated until full payment, mooring agreement and insurance documents are received.
- If a boat is docked without payment, an invoice will be prepared and forwarded to the boat owner. A 15% administration fee will apply.
- The invoice is due upon receipt.
- If the invoice is not paid within a one (1) week period, interest will be applied on the account at the prescribed rate.
- If the fee is not paid, the City will have the right to remove the boat from its facilities at the owner's expense.

l) Bucke Park Sites:

- Payment for a Bucke Park Seasonal Site is required prior to parking a trailer within the facilities.
- Payment must be accompanied by a completed Bucke Park Seasonal Form and proof of liability insurance.
- If a trailer is parked without payment, an invoice will be prepared and forwarded to the trailer owner. A 15% administration fee will apply.

- The invoice is due upon receipt.
 - If the invoice is not paid within a one (1) week period, interest will be applied on the account at the prescribed rate.
 - If the fee is not paid, the City will have the right to remove the trailer from its facilities at the owner's expense.
- m) Winter Boat Storage
- Payment for the winter season are required to be paid in full by September 30th.
 - Payment must be accompanied by a completed Winter Storage Agreement and proof of liability insurance.
 - If fees remaining unpaid by October 31st, an invoice will be prepared and forwarded to the boat owner. A 15% administration fee will apply.
- n) Council Chambers Rentals:
- Payment of the facility rental fee is due in full upon booking.
 - A cleaning/damage is due upon booking.
 - Written notice of cancellation must be received thirty (30) days in advance of the scheduled event to receive a full refund (less a \$50 non-refundable administrative fee) or within fifteen (15) days in advance of the scheduled event to receive a 50% refund (less a \$50 non-refundable administrative fee). Notice given within the fifteen (15) day notification period will receive no refund.
- o) Landfill Tipping and Spoke Transfer Station Fees:
- Tipping fees will be paid at the landfill site at the time of disposal.
 - Charging privileges do not apply to the general public.
 - Charge accounts are at the discretion of the Public Works and Finance Departments. A credit application is required to be completed prior to the consideration of charging privileges.
 - Invoices for approved charge accounts will be issued based on the landfill tipping or spoke transfer station fees as submitted monthly by the landfill site and spoke transfer station contractor.

- The invoices are due with thirty (30) days from the date of the invoice.
- Businesses who do not own property within the municipal boundaries of the City Temiskaming Shores will be required to submit a credit card authorization form as part of their credit application process. All fees incurred will be applied to the credit card upon processing of the landfill tipping or spoke transfer station fees as submitted monthly by the landfill site and spoke transfer station contractor.

5. Collection Process

All collection tools available under the Municipal Act, 2001 and other applicable legislation are used to collect outstanding balances. The Accounts Receivable staff conducts regular follow ups in an effort to collect all overdue balances.

- a) **30 days:** A statement of account is sent out to the customer.
- b) **60 days:** A warning letter is sent with the statement of account outlining the circumstances should the account remain in arrears.
- c) **90 days:**
 - i. The balance, including accumulated interest, will be transferred to the customer's property tax account providing that the account meets the criteria outlined in the Municipal Act, 2001.
 - ii. The City reserves the right to refuse use of any of its facilities or programs.
 - iii. The City reserves the right to refuse to create and/or to cancel a charge account for fees owed.
 - iv. The balance, including accumulated interest, will be transferred to a Collection Agency for collection purposes. An additional administration fee as prescribed by the Collection Agency will be added to the unpaid balance and will be deemed as part of the outstanding invoice.

6. Write-Offs

A balance may be written off for any of the following reasons:

- a) The balance has been deemed uncollectible by the Treasurer.
- b) The invoice requires cancelling or amending due to an error made by the City.

- c) In the case of late payment charges, it is more cost effective for the City to write off the charge then to proceed with collection.

7. Payment Methods

The following payment methods are accepted for balances due:

- a) Cash
- b) Debit
- c) Cheque
- d) Visa, Mastercard or American Express

As per the City's Tax Policy, tax payments can be made by cash, cheque, debit, or electronically only. No credit card payments will be accepted for municipal taxes.

8. Defaulted Payments

Any payment that is defaulted (whether due to insufficient funds, account closed, etc.) shall be subject to a returned payment fee as prescribed by council.

Upon notification of a defaulted payment, the customer is required to pay the defaulted amount in addition to the defaulted payment fee. Failure to repay the defaulted amount will result in the payment being reversed, applicable penalty applied and an invoice forwarded for the returned payment fee.

The City reserves the right to refuse payment by any prescribed form (i.e. cheque, VISA, etc.), if a customer has previously defaulted utilizing that form of payment.

9. Credit Balance

The City will review all credit balances on a monthly basis. Payments received in error or paid in excess of the invoice total will be refunded to the payer. No refund will be made if other invoices are outstanding on the customer's account.

If the customer does not have any overdue balances with the City to which the credit can be applied and the credit is lower than \$5.00, the credit amount will be transferred to the City's miscellaneous revenue account.

The Corporation of the City of Temiskaming Shores

By-law No. 2020-062

**Being a by-law to enter into an agreement with Hub Capp
for the Supply and Delivery of Miscellaneous Culvert Pipe to various
locations within the City of Temiskaming Shores**

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to responds to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas the Council of The Corporation of the City of Temiskaming Shores acknowledged receipt of Administrative Report No. PW-017-2020 at the June 2nd, 2020 Regular Council Meeting directing staff to prepare the necessary by-law to enter into an agreement with Hub Capp for the Supply and Delivery of Miscellaneous Culvert Pipe for consideration at the June 2nd, 2020 Regular meeting of Council;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That Council authorizes the entering into an agreement with Canada Culvert for the Supply and Delivery of Miscellaneous Culvert Pipe to various locations in the City of Temiskaming Shores, in the amount of \$13,409.05 plus applicable taxes, a copy of which is attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 2nd day of June, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger



Schedule “A” to

By-law 2020-062

Agreement between

The Corporation of the City of Temiskaming Shores

and

Hub Capp

for the Supply and Delivery of Miscellaneous Culvert Pipe

This agreement made in duplicate this 2nd day of June 2020.

Between:

The Corporation of the City of Temiskaming Shores
(hereinafter called "the Owner")

and

Hub Capp
(hereinafter called "the Supplier")

Witnesseth:

That the Owner and the Supplier shall undertake and agree as follows:

Article I:

The Contractor will:

- a) Provide all material and perform all work described in the Contract Documents entitled:

**Corporation of the City of Temiskaming Shores
Supply and Delivery of Miscellaneous Culvert Pipe
Request for Quotation No. PWO-RFQ-003-2020**

- b) Do and fulfill everything indicated by this Agreement and in the Contract Documents; and
c) Complete, as certified by the Director, all the work by **September 30th, 2020.**

Article II:

The Owner will:

- a) Pay the Supplier in lawful money of Canada for the material and services aforesaid Fifteen Thousand One Hundred and Fifty-Two Dollars and Twenty-Three Cents (\$15,152.23) applicable taxes included, subject to additions and deductions as provided in the Contract Documents.
- b) Make payment on account thereof upon delivery and completion of the said work and receipt of invoice, in accordance with the City of Temiskaming Shores Purchasing Policy, and with terms of Net 30 days after receiving such invoice.

Article III:

A copy of each of the Form of Tender, Special Provisions, Item Special Provisions, General Conditions, Specifications, Addenda/Addendum No. 0 to 0 are hereto annexed to this Form of Agreement and together with the plans relating thereto, and listed in the Specifications, are made a part of this Contract, herein called the Contract Documents, as fully to all intents and purposes as though recited in full herein.

In witness whereof the parties have executed this Agreement the day and year first above written.

Signed and Sealed in)
the presence of)

Contractor's Seal)

Hub Capp

Jaclyn Pitman, Branch Manager

Witness - Signature

Print Name: _____

Title: _____

**Corporation of the City of
Temiskaming Shores**

Municipal Seal)

Mayor - Carman Kidd

Clerk – Logan Belanger



Appendix 01 to
Schedule "A" to

By-law No. 2020-062

Form of Agreement



City of Temiskaming Shores
PW-RFQ-003-2020
Culvert Pipe & Hardware

Form of Quotation

Section 1 – C.S.P. Culvert, galvanized

Each Quotation should contain the legal name under which the Proponent carries on business, telephone number and fax number, as well the name or names of appropriate contact personnel which the City may consult regarding the Quotation.

We, the undersigned, understand and accept those specifications, conditions, and details as described herein, and, for these rates/prices offer to furnish all equipment, labor, apparatus and documentation as are required to satisfy this Quotation.

NOTE: All portions of "Form of Quotation" must be accurately and completely filled out.

Description	Unit	Quantity	Unit Price	Amount
300 mm diameter, 1.6 gauge, re-rolled	metres	36	39.20	\$1411.20



annular ends.				
300 mm couplers, 1.6 gauge, 9 or 10 corrugated, Extra wide (24"), quoted c/w bolts & associated hardware.	each	3	76.30	\$ 228.90
400 mm diameter, 1.6 gauge, re-rolled annular ends.	metres	60	50.40	\$ 3,024.00
400 mm Couplers, 1.6 gauge, 9 or 10 corrugated, Extra wide (24"), quoted c/w bolts & associated hardware.	each	5	77.45	\$ 387.25
500 mm diameter, 1.6 gauge, re-rolled annular ends.	metres	60	63.00	\$ 3,780.00
500 mm couplers, 1.6 gauge, 9 or 10 corrugated, Extra wide (24"), quoted c/w bolts & associated hardware, for above	each	5	87.50	\$ 437.50
600 mm diameter, 1.6 gauge, re-rolled annular ends.	metres	48	78.40	\$ 3,763.20
600 mm couplers, 1.6 gauge, 9 or 10 corrugated, Extra wide (24"), quoted c/w bolts & associated hardware, for above	each	4	94.25	\$ 377.00
			Sub-Total	\$ 13,409.05
			H.S.T	\$ 1,743.18
			TOTAL	\$ 15,152.23

This is Page 1 of 5 to be submitted

I/We Hubb Cap offer to supply the requirements stated within.

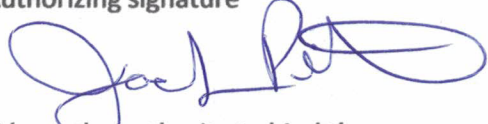

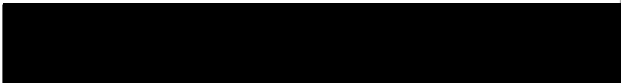


the corresponding total cost of \$ _____ Tax included.

I/We hold the prices valid for 30 (thirty) days from submission date.

I/We will deliver the required goods, services / equipment within _____ days, upon receiving a signed purchase order.

The specifications have been read over and agreed to this _____ day of _____ 2020

<p>Company Name</p> <p>HUBB CAP (E.S. HUBBELL)</p>	<p>Contact name (please print)</p> <p>JACLYN PITMAN</p>
<p>Mailing Address</p> <p>300 KIRKPATRICK ST. NORTH BAY, ON</p>	<p>Title</p> <p>BRANCH MANAGER</p>
<p>Postal Code</p> <p>R1B 8G5</p>	<p>Authorizing signature</p>  <p>"I have the authority to bind the company/corporation/partnership."</p>
<p>Telephone</p> <p>705-474-2830</p>	<p>Fax</p> <p>N/A</p>
<p>Cell Phone if possible</p> 	<p>Email</p> 

This is Page 2 of 5 to be submitted

City of Temiskaming Shores

PW-RFQ-003-2020

Culvert Pipe & Hardware



Non Collusion Affidavit

I/ We Hubb Cap the undersigned, am fully informed respecting the preparation and contents of the attached Quotation and of all pertinent circumstances respecting such Bid.

Such Bid is genuine and is not a collusive or sham Bid.

Neither the Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collective or sham Bid in connection with the work for which the attached Bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Temiskaming Shores or any person interested in the proposed Bid.

The price or prices quoted in the attached Bid are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The Bid, Quotation or Proposal of any person, company, corporation or organization that does attempt to influence the outcome of any City purchasing or disposal process will be disqualified, and the person, company, corporation or organization may be subject to exclusion or suspension.

Dated at NORTH BAY this 21st day of MAY, 2020

Signed [Signature]

Company Name HUBB CAP

Title BRANCH MANAGER

This is Page 3 of 5 to be submitted

**City of Temiskaming Shores
PW-RFQ-003-2020
Culvert Pipe & Hardware**

Conflict of Interest Declaration



Please check appropriate response:

- I/we hereby confirm that there is not nor was there any actual or perceived conflict of interest in our quotation submission or performing/providing the Goods/Services required by the Agreement.
- The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company's quotation submission or the contractual obligations under the Agreement.

List Situations:

In making this quotation submission, our Company ~~has~~ / has no (strike out inapplicable portion) knowledge of or the ability to avail ourselves of confidential information of the City (other than confidential information which may have been disclosed by the City in the normal course of the quotation process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at North Bay this 21st day of May, 2020.

Firm Name

HUBB CAP

Bidder's Authorization Official

JACLYN PITMAN

Title

BRANCH MANAGER

Signature

Jaclyn Pitman

Printed

JACLYN PITMAN

Page 4 of 5 to be submitted

**City of Temiskaming Shores
PW-RFQ-003-2020
Culvert Pipe & Hardware**

Schedule "A"

Accessibility for Ontarians with Disabilities Act, 2005 Compliance Agreement

I/We, by our signature below, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*. If requested, we are able to provide written proof that all employees have been trained as required under the act.



This regulation establishes accessibility standards for customer service as it applies to every designated public sector organization and to every person or organization that provides goods or services to members of the public or other third parties and that have at least one employee in Ontario.

Name JACLYN PITMAN Company Name HUBB CAP
Phone Number 705-474-2830 Address 300 KIRKPATRICK ST.
NORTH BAY

I, JACLYN PITMAN, declare that I, or my company, are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the *Accessibility for Ontarians with Disabilities Act, 2005*.

I, _____, declare that I, or my company, are not in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the *Accessibility for Ontarians with Disabilities Act, 2005*, yet fully agree to meet the required compliance training standards on or before the delivery of the required goods and/or services. In an effort to assist non-compliant vendors, a link to a free e-learning course module called Serve-Ability, Transforming Ontario's Customer Service is available at www.gov.on.ca/mcss/serveability/splash.html.

Date: May 21/2020

Page 5 of 5 to be submitted

The Corporation of the City of Temiskaming Shores

By-law No. 2020-063

**Being a by-law to enter into an Agreement with Sylvain Gelineau
for the Operation of Bucke Park Campground
for the 2020 Operating Season**

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas Council at its June 2nd, 2020 Regular Council Meeting, acknowledged receipt of Administrative Report No. RS-007-2020 regarding the Bucke Park Operator's Agreement and directed staff to prepare the necessary by-law to enter into an agreement with Sylvain Gelineau for the operation of Bucke Park for the 2020 term;

And whereas the Council of The Corporation of the City of Temiskaming Shores deems it desirable to enter into an agreement with Sylvain Gelineau for the operation of Bucke Park from May 22, 2020 until October 19, 2020;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the Mayor and Clerk be authorized to enter into an agreement with Sylvain Gelineau for the Operation of Bucke Park for the 2020 term, a copy of which is attached hereto as Schedule "A" and forming part of this by-law;
2. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the By-law and schedule, after the passage of this By-law, where such modifications or corrections do not alter the intent of the by-law or its associated schedule.

Read a first, second and third time and finally passed this 2nd day of June, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger



Schedule "A" to

By-law 2020-063

Agreement between

The Corporation of the City of Temiskaming Shores

And

Sylvian Gelineau

**for the Operation of Bucke Park Campground
for the 2020 Operating Season**

This agreement made the 22 day of May 2020

Between:

CITY OF TEMISKAMING SHORES
(Hereinafter called the "City")

And:

Sylvain G. Gelineau
(Hereinafter called the "Operator")

WHEREAS the City is the owner of the lands described as follows:

North Part of Lot 15; Concession 1; Bucke Township; Parcel 4139 N.N.D.
(Hereinafter called the "Lands"); and

On the Lands there is a two-storey main building
(Hereinafter called the "Chalet")

AND WHEREAS the parties hereto have agreed to enter into this agreement.

1.0 PREMISES

The City hereby permits the Operator the Lands municipally known as "Bucke Centennial Park" as shown on Schedule "A" hereto attached.

2.0 INGRESS AND EGRESS

Together with right of ingress and egress for the Operators servants, family, invitees, and patrons, the use of entrance, halls, stairways, rooms, landings, walkways, driveways, park lands, docks, beaches, parking lots, and stopping areas in and about the lands and structures. (Hereinafter called the "Common Areas").

3.0 TERM AND RATE

The term of this lease runs from May 22, 2020 to October 19, 2020

The City shall pay to the Operator \$15,750 to render services as laid out in this agreement. Payment will be made in 3 payments to the operator.

Payments shall be made in the following manner:

- 3.1 25% payment on May 29, 2020
- 3.2 50% payment on July 31, 2020

3.3 25% payment on October 30, 2020

The Operator shall be responsible for providing the City the necessary documentation to receive payment by Electronic Funds Transfer.

4.0 INDEPENDENT CONTRACTOR

The City would purchase the services described in this Agreement from the Operator that will be delivered by The Operator and any designates. The Operator is an independent contractor with respect to the provision of said services. In no way shall any provisions of this Agreement be construed to create an employee-employer relationship between the Operator, the Operator’s staff and the City.

Additionally, nothing contained in this agreement shall be deemed to constitute the Parties hereto as partners nor as agents of the other. The Parties are wholly separate legal entities. Neither Party shall have any authority to act for the other or to incur any obligations on behalf of the other.

Accordingly:

- 4.1 The Operator agrees that the City shall have no liability or responsibility for the withholding, collection or payment of any taxes, employment insurance premiums or Canada Pension Plan contributions on any amounts paid by the City to the Operator or amounts paid by the Operator to its employees or contractors. The Operator agrees to indemnify the City from any and all claims in respect to the Company’s failure to withhold and/or remit any taxes, employment insurance premiums or Canada Pension Plan contributions.
- 4.2 The Operator agrees that as an independent contractor, the Operator will not be qualified to participate in or to receive any employee benefits that the city may extend to its employees.
- 4.3 The Operator is free to provide services to other clients so long as there is no interference with the Operator’s contractual obligations to the City.
- 4.4 The Operator has no authority to and will not exercise or hold itself out as having any authority to enter into or conclude any contract or to undertake any commitment or obligation for, in the name of or on behalf of the City.

5.0 WORKPLACE SAFETY INSURANCE BOARD

The Operator agrees to submit to the City, a Clearance Certificate from the Workplace Safety and Insurance Board (WSIB) of Ontario; or written confirmation from the Workplace Safety Insurance Board that the Operator and employees are not subject to Workplace Safety Insurance.

Workplace Safety Insurance Act coverage, assessments or reports are the exclusive responsibility of the Operator. If in default under the Act or Regulations, the City may withhold payment in an amount sufficient to cover such default or cancel the contract.

6.0 INDEMNIFICATION AND SAVE HARMLESS

The Operator hereby covenants at all times to indemnify and save harmless the City against all claims and demands which may be brought against or made upon the Operator and against all loss, liabilities, judgments, costs, demand or expenses, including legal costs, which the City may suffer resulting from or incidental to the services contracted subject to this Agreement or from any act or omission to act on the part of the Operator, its servants, agents, employees, contractors, sub-contractors, owners, operators or any of them during the currency of this agreement.

7.0 CITY’S COVENANTS

Telephone/Electricity

- 7.1 To pay when due the cost of the hydroelectric costs supplied to the Chalet and Lands during the term of the agreement.
- 7.2 To pay for the provision of a telephone with unlimited talk for use by the operator for the duration of the contract.

Sanitary Collection System

- 7.3 Pay for the costs associated with the Sanitary Collection System and programs unless otherwise specified.
- 7.4 To utilize a licensed waste hauler in respect to the Wastewater Holding Tanks and pay all associated costs for such unless otherwise specified.

Trailer/Tent/Transient Sites

- 7.5 Rent trailer, tent and transient sites to seasonal campers as shown on Schedule “B” hereto attached. The City must approve any modifications to any existing or proposed trailer, tent and/or transient sites.
- 7.6 The City will provide the Operator with a City debit/credit machine.
- 7.7 The City will provide the Operator one (1) seasonal site for use by the caretaker at no charge.
- 7.8 The City will be solely responsible for the administration of seasonal site agreements including the collection of fees.

Maintenance and Repair of the Lands

- 7.9 During the term of the agreement and any extension thereof to keep the said lands and chalet including windows, and fixtures therein in good repair, reasonable wear and tear, and damage by fire, lightning, tempest, flood, explosion, act of God, or the Queen’s enemies, riot, civil commotion, insurrection, structural defects and other causes not the fault or responsibility of the Operator or any of its employees, only excepted, and to deliver them up in such condition on the termination of the lease.

Rates

- 7.10 The City will establish rates for transient sites, trailer sites, tenting sites and docking facilities.

Access to the Lands

- 7.11 To provide the Operator, members, invitees and servants reasonable access to the land by means of grading access road. Grading will be in accordance with Ontario Regulation 239/02 ‘Minimum Maintenance Standards for Municipal Highways’.

Access to Chalet

- 7.12 To permit the Operator, members, invitees and servants and all persons lawfully entitled to use, by this agreement, entrance to the washrooms and laundromat of said building. The remaining areas of the Chalet shall be considered closed and not accessible.

Insurance

- 7.13 To provide for insurance against perils such as fire, wind, snow and other acts of God.

Chalet Maintenance

- 7.14 To ensure that the Chalets washrooms and laundromat are structurally sound and to alleviate any structural defects which may arise.

Park Maintenance

- 7.15 The City shall provide funds for the materials and supplies to repair and maintain the park grounds, waterfront, docks and roadways as needed due to normal usage. The city shall be responsible for the installation and removal of docks.

Material Supplies

- 7.16 The City will approve and provide the necessary materials and supplies required for the general maintenance of the Chalet and said lands.
- 7.17 The City will provide the necessary janitorial supplies for the operation of the park including cleaning supplies, paper towels and toilet paper.

Drinking Water System

- 7.18 The City will ensure that the drinking water system is in compliance with the Ontario Safe Drinking Water Act.
- 7.19 The City will provide the necessary water testing equipment.

Office Kiosks

- 7.20 The City shall provide two (2) kiosks to be placed near the Chalet at the entrance of the park to be utilized by the Operator before May 29, 2020. The kiosks shall only be used by the Operator to perform the duties as laid out in this agreement.

Waste Collection

- 7.21 The City shall provide waste collection at the park for use by the Operator and patrons of the park.
- 7.22 The City shall provide recycling collection at the park for use by the Operator and patrons of the park.

Fire Control

- 7.23 The City shall provide a Fire Permit to the operators at no cost.

8.0 OPERATOR’S COVENANTS

Water Distribution System

- 8.1 Operator is to ensure that free available chlorine (FAC) residual is tested and recorded every 24 hours, turbidity is tested and recorded every 72 hours and that checks are completed by trained personnel as per Timiskaming Health Unit Directive dated August 26, 2019 hereto attached as Schedule “C”. The Operator is also required to provide all records of testing to the City on a monthly basis.

- 8.2 The Operator is required to provide to the City a list of all personnel, including name and cell number, who will be conducting water system testing and recording.

Sanitary Collection System

- 8.3 The Operator will oversee the disposal of waste by all park patrons into the waste disposal system as provided by the City. The Operator shall be responsible for any cleaning necessary due to the misuse of the waste disposal system.

Park Operation

- 8.4 The Operator shall ensure that transient sites are reserved for occupants whose length of stay is not longer than (15) consecutive days.
- 8.5 The Operator shall supply a receipt to the camper and the City for all cash transactions.
- 8.6 The Operator shall forward all funds from Campsites and Boat slips to the City on Monday and Friday of each week.
- 8.7 The Operator may operate a small confectionary (pre-packaged items only). Any profit/loss from this operation is that of the Operator.
- 8.8 The Operator shall have the option to provide a waste disposal service for both tenants and non-tenants of Bucke Park and have the right to charge a fee for that service. There must be a fee of a minimum of \$5 for any waste disposal by non-tenants of Bucke Park. If a fee is charged for waste disposal the Operator is responsible to remit \$5 per fee charged to the City.

Cost of Repairs when Operator at fault

- 8.9 That if the chalet, heaters, light fixtures, pipes and other apparatus (or any of them) used for the purpose of heating the building, or if water pipes, drainage pipes, or the roof, outside walls or windows of the chalet get out of repair or become damaged or destroyed through the negligence, carelessness or misuse by the Operator, his directors, members, invites, servants, agents, or anyone permitted by him to be in the chalet, the expense of any necessary repairs, replacements or alterations shall be the exclusive cost of the Operator.

Assigning of Subletting

- 8.10 The Operator may not assign temporary use to other bodies unless prior written consent is received from the City, which consent will not be

unreasonably withheld. The Operator will be responsible for all provisions of this agreement when temporary use is assigned to other bodies.

Park Maintenance

- 8.11 The Operator shall be responsible for the repair and maintenance of the park grounds, waterfront, docks and roadways in need of such caused by normal usage.

Devil’s Rock Trail System

- 8.12 The Operator shall at least once per month during the term of this agreement review the Devil’s Rock Trail System as outlined in Schedule “A”, hereto attached which included signage, all trails, lookouts, and access from Highway 567. The Operator shall maintain the trail system such that the system is passable by visitors and report to the City any damage or necessary work required to be conducted by the City beyond the capability of the Operator.

- 8.13 The Operator shall maintain a log book, supplied by the City to record visitors utilizing the Devil’s Rock Trail system via Bucke Park Campground.

Cleanliness

- 8.14 The Operator shall be responsible for janitorial services so as to cause the buildings with the park to be kept in a state acceptable to the Temiskaming Health Unit and the City.

Entry by City

- 8.15 To permit the City or its agents to enter upon the premises at anytime and from time to time for the purpose of inspecting and making repairs, alterations or improvements to the premises or to any structure, and the Operator shall not be entitled to compensation for any inconvenience, nuisance, or discomfort occasioned thereby; provided that the landlord shall give reasonable advance notice to avoid inconvenience to the Operator given the private and confidential nature of the profession of the Operator.

Alterations

- 8.16 Except as herein provided, not to make or permit to be made any structural alteration, addition, change or improvement to the Chalet or the Lands without obtaining prior written approval of the City which approval shall not be unreasonably withheld.

- 8.17 The Operator shall also prohibit the erection of any permanent buildings or structures of any kind whatsoever to any trailer or vehicle within the camp. Accessory and non-permanent structures may be erected so long as they are removed from the Lands or stored in areas designated by the City for that purpose. The City reserves the rights to refuse this privilege as it sees fit.

Reports by Operator

- 8.18 The Operator shall prepare a weekly report to be sent to the Director of Recreation on every Friday that a tenant occupies the park and will include the following information: revenue collected, number of transient site stays, notes from the week and attendance at the park by the public. The Operator shall also prepare an end of season report that will review the previous year’s operations and recommend any improvements they deem necessary. This report will be reviewed by the City. The City may or may not incorporate the recommendations.

Usage of Park

- 8.19 The Operator will ensure all patrons respect that the lands, with the exception of the established sites, are for freehold public use. The Operator may not charge or unreasonably restrict use of the boat launch, parking areas, beach, and fishing or common park areas within the lands.

Fire Control

- 8.20 The Operator shall obtain a burning permit from the City of Temiskaming Shores in accordance to regulations and abide by any restrictions announced throughout the operating season.
- 8.21 The Operator shall ensure that no person shall light or use an open fire except in fire pits designated for such purpose.
- 8.22 It is the responsibility of the Operator to ensure that campers follow the provisions of the fire permit and that there are no burning restrictions in place.

Boat Slips at Marina

- 8.23 The Operator is entitled to rent boat slips to the general public. The Operator will ensure that at least two (2) transient slips are available at all times. Boat slip locations will be at the discretion of the Operator and the Operator has the discretion to request a boat slip tenant to move to a different boat slip. Storage of boats on the outside of the break-wall or in a manner that prohibits the use of the launch shall be prohibited.

8.24 The Operator is responsible for the maintenance of the slips for the duration of this agreement.

8.25 All boat slip fees are to be forwarded to the City each Friday.

Park Rules

8.26 A list of park rules that the Operator is responsible for enforcing are as indicated in Schedule “D” – *PARK RULES*, hereto attached. Additional rules may be added at the discretion of the City.

Communication

8.27 All communication surrounding the terms of the lease and administration of Bucke Park and its sites shall be made from the Operator to the Director of Recreation.

List of Operators

8.28 The Operator shall provide a list to the City before the start of this agreement that includes the name, residential address, phone number and email of all owners, directors, management and employees of the Operator.

9.0 PROVISOS

Provided always and it is hereby agreed as follows:

Amendments

9.1 This agreement may not be modified or amended except by an instrument in writing signed by the parties hereto or by their successors or assigns.

Replacement of Damaged Facilities

9.2 In the event that the complete destruction of or damage to the chalet or partial damage to the building which results in the Operator’s inability to reasonably carry on his business therein, the Agreement shall cease until the premises are fit to allow the operator to reasonably carry on his business. The City shall begin the repair or replacement thereof and with due diligence repair or reconstruct the structure of the same type and character and of equal value. After completing the repair, reconstruction or replacement, the balance of any insurance proceeds or other proceeds available by reason thereof belong absolutely to the City.

- 9.3 The City, instead of repair or replacement may at its option terminate this agreement on giving to the Operator within thirty (30) days of the happening of the damage or destruction notice in writing of its intention. Upon notification thereupon any payments for which the City is liable under the agreement shall be apportioned and paid to the date of such happening of the damage or destruction and Operator shall immediately deliver up possession of the Lands to the City.

Damage to Lands

- 9.4 The city shall not be liable nor responsible in any way for any loss of or damage or injury to any property belonging to the Operator to employees of the Operator to any other person while in the chalet or on the Lands unless such loss, damage or injury shall be caused by the negligence of the City or its employees, servants or agents and the City shall not be liable in any event for any damage to any such property caused by steam, water, rain or snow which may leak into, issue or flow from any part of the chalet or from the water, steam or drainage of the chalet or from any other place or quarter not for any damage caused by or attributable to the condition or arrangement of any electric or other wiring not for any damage caused by anything done or omitted by any other Operator.

Impossibility of Performance

- 9.5 It is understood and agreed that whenever and to the extent that the City shall be unable to fulfill, or shall be delayed or restricted in fulfilling any obligation hereunder for the supply or provision of any service or utility or the doing of any service or utility or the doing of any work or the making of any repairs because it is unable to obtain the material, good, equipment, service, utility or labour required to enable it to fulfill such obligations or by reason of any statute, law or order-in council or any regulation or order passed or made pursuant thereto or by reason of the order or direction of any administrator, controller or board, or any government department or officer or other authority, or by reason of not being able to obtain any permission or authority required thereby, or by reason of any other cause beyond its control whether of the foregoing character or not, the City shall be relieved from the fulfillment of such obligation and the Operator shall not be entitled to compensation for any inconvenience, nuisance or discomfort thereby occasioned.

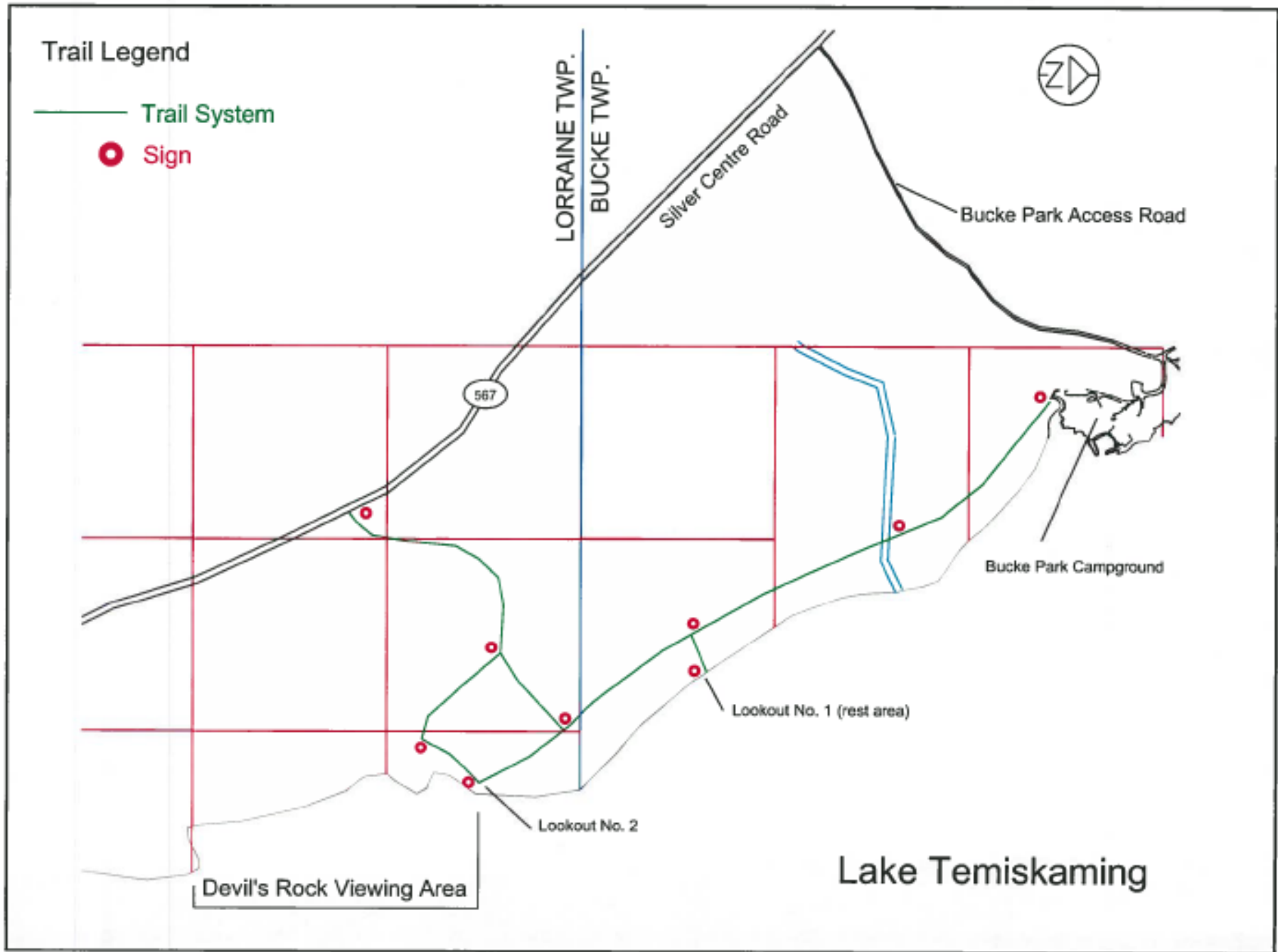
Effect of Agreement

- 9.6 This agreement and everything herein contained, shall extend to and bind and may be taken advantage of by the heirs, executors, administrators of the City, as the case may be, of each (and every) or the parties hereto, and where there is more than one Operator or there is a female party or a

corporation, the provisions hereof shall be read with all grammatical changes thereby rendered necessary and all covenant shall be deemed join and several.

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SCHEDULE A



SCHEDULE B





August 26, 2019

City of Temiskaming Shores

Attention: Steve Burnett, Manager of Environmental Services

Re: Small Drinking Water System #86309NEKD located at the Bucke Park, Bucke Township, City of Temiskaming Shores, ON

This letter is to inform you that the site specific risk assessment of the Small Drinking Water System (SDWS) located at Bucke Park was completed on August 20, 2019. Based on that risk assessment, it was determined that the requirements and actions specified in the enclosed Directive are necessary to ensure a safe water supply to the users. The Directive has been served on the City of Temiskaming Shores, the current owner of this system and remains in effect for any future owner(s) or operator(s) of this system.

Please familiarize yourself with the following sections of Ontario Regulation 319/08:

- Section 5(6) detailing requirements for notification and sampling after a shut-down period of 60 days or more;
- Section 17 detailing sampling location;
- Sections 9, 10, 11, 14(9) and 24 detailing record keeping; and,

The owner and operator of a small drinking water system shall ensure that, for every sample required by this Regulation, a record is made of the date and time the sample was taken, the location where the sample was taken, the name of the person who took the sample and the result of the drinking water test conducted on the sample. O. Reg. 319/08, s. 24 (1).

Records relating to maintenance on the water treatment equipment could include filter backwash/changes, UV bulb changes, and season start up/shut down dates. Records relating to adverse events must also be kept for at least five years.

While certain sections have been highlighted in this letter, please read the regulation carefully to ensure compliance with all sections that apply to this system. A copy of Ontario Regulation 319/08 (Small Drinking Water Systems) is enclosed.

If you have any questions or concerns, please do not hesitate to contact our office.

Regards,

Maria McLean, CPHI(C)
Public Health Inspector



Services de santé du

TIMISKAMING
Health Unit

Enhancing your health in so many ways.

Head Office:

247 Whitewood Avenue, Unit 43
PO Box 1090
New Liskeard, ON P0J 1P0
Tel.: 705-647-4305 Fax: 705-647-5779

Branch Offices:

Dymond Tel.: 705-647-8305 Fax: 705-647-8315
Englehart Tel.: 705-544-2221 Fax: 705-544-8698
Kirkland Lake Tel.: 705-567-9355 Fax: 705-567-5476

www.timiskaminghu.com

Bucke Park Campground
523060 Bucke Park Rd.
North Cobalt, ON
P0J 1K0
SDWS# 86309NEKD

Directive Document under Ontario Regulation 319/08

Made pursuant to section 7 of O. Reg 319/08 (Small Drinking Water Systems) made under the *Health Protection and Promotion Act*, R.S.O. 1990 c. H.7

I, Maria McLean, a Public Health Inspector of the Timiskaming Health Unit direct the owner(s) and the operator(s) to follow the requirements and take the actions that are specified in this Directive. The owner(s) and the operator(s) shall ensure that the small drinking water system is operated in accordance with the requirements of O. Reg. 319/08.

On August 20th 2019, Maria McLean conducted a risk assessment on the small drinking water system located at Bucke Park Campground, 523060 Bucke Park Road, North Cobalt, Ontario.

Based on that risk assessment, Maria McLean determined the requirements and actions specified in this Directive are necessary to ensure a safe water supply to the users.

This directive contains legal requirements in addition to O. Reg. 319/08. To ensure that the Small Drinking Water System is in compliance, please familiarize yourself with Ontario Regulation 319/08.

NOTICE

TAKE NOTICE THAT the owner(s) and the operator(s) have a right to request a review of this Directive or amendment by Dr. Glen Corneil, Acting Medical Officer of Health of the Timiskaming Health Unit, pursuant to section 37 of O. Reg. 319/08 (Small Drinking Water Systems) made under the *Health Protection and Promotion Act*. The request must be made in writing and filed, by way of personal service, service by pre-paid registered mail, or service by fax, on the Medical Officer of Health noted below within seven (7) days after this Directive is served on you.

Furthermore, the request shall include the portions of the Directive or amendment to the Directive in respect of which the review is requested; any submission that the applicant for the review wishes the Medical Officer of Health to consider; and an address for purposes of receiving the Medical Officer of Health's decision on the requested review.

Part I
Risk Category

Based on the risk assessment conducted on August 20th 2019, the Small Drinking Water System (SDWS) known as Bucke Park Campground was assigned a MODERATE risk category.

Description of the SDWS:

The SDWS consists of one drilled well (without pit), installed September 29th, 2015 by Puits du Temiscamingue (Well Tag No. A168507). Treatment begins with two cartridge filters, one at 5 microns and one at 1 micron. Water then enters an arsenic removal system (ion exchange) consisting of 3 sets of parallel filters, with 2 filters in each series. Water then enters Trojan UVMax Pro20 equipped with both audible alarm and automatic shut off.

Secondary disinfection consists of a storage/ chlorine mixing tank. Water is subsequently distributed via 3 distribution lines. The first services the chalet, the second services the east campground, and the last services the south campground. Water is further distributed via 10 stand pipes, consisting of 6 connections on each. Each stand pipe has a backflow prevention device. Trailers are required to supply their own water hose to connect to the closest standpipe.

Part II
Treatment System

2.0 The owner(s) and the operator(s) shall ensure that:

- a) The water treatment equipment is operated in accordance with the manufacturer's instructions and in a manner that achieves the design capabilities.
- b) Any written manufacturer operating manuals or instructions that relate to any water treatment equipment must be kept nearby and maintained for 5 years or as long as the water treatment remains in operation, which ever period is longer.

2.1 The owner(s) and the operator(s) shall:

- a) Provide filtration or other treatment as necessary to allow for proper functioning of the disinfecting equipment.
- b) Provide filtration or other treatment necessary to provide water that, when sampled and tested, have less than **0.01 milligrams per liter Arsenic**.
- c) Provide disinfecting equipment that is capable of achieving primary disinfection that is necessary for the removal or inactivation of all bacteria, viruses, and protozoa in the water.
- d) Provide secondary disinfection of the distribution system.

2.2 The owner(s) and the operator(s) shall ensure that the following disinfection treatment requirements are met at all locations within the distribution system unless point of entry device(s) is/are provided:

- Free available chlorine (FAC) residual is never less than 0.05 milligrams per liter.

Part III
Sampling and Testing

3.0 The owner(s) and the operator(s) shall ensure that the following samples are taken and that the following tests are conducted at the frequency that is indicated to ensure that the drinking water sample meets the Ontario Drinking Water Quality Standards:

- a) The sampling frequency for primary parameters (*E. coli* and total coliforms) is **one sample every two months** when water is supplied to the users and at the following locations:
 - Rotational basis to ensure that different branches of the distribution system are sampled throughout the operating season.
- b) That the free available chlorine (FAC) residual is measured and recorded every time a water sample is taken for primary parameters (*E. coli* and total coliforms) testing.
- c) The frequency of sampling for Arsenic in the treated water is a minimum of one sample every two months when water is supplied to users;
- d) Prior to supplying water to users of the system after a period of more than 60 days duration during which the system has not been supplying water to users, the owner and operator shall ensure that a water sample is taken and tested for *E. coli* and total coliforms.

Part IV
Operational Checks

4.0 The owner(s) and the operator(s) shall ensure that:

- a) The operational checks and maintenance of treatment devices are performed in accordance with written manufacturer's operating manual(s) and instruction(s).
- b) Free available chlorine (FAC) is tested and recorded at a minimum frequency of once every 24 hours. Rotate sampling to ensure that different branches of the distribution system are sampled throughout the operating season.
- c) If test results do not indicate the absence of *E. coli* and total coliforms the owner and/or operator shall immediately fulfill the notification, reporting and corrective action requirements under this Regulation;
- d) If test results indicate Arsenic levels exceed the standard prescribed in the Ontario Drinking Water Quality Standards, the owner and/or operator shall immediately fulfill the notification, reporting and corrective action requirements under this Regulation.

Bucke Park Campground, North Cobalt, Ontario
SDWS# 86309NEKD

Part V
Posting of Warning Signage

Not applicable

Part VI
Records

The owner(s) and the operator(s) of a small drinking water system shall ensure that, for every sample required by O. Reg. 319/08, a record is made of the date and time the sample was taken, the location where the sample was taken, the name of the person who took the sample and the result of the drinking water test conducted on the sample.

Part VII
Operator Knowledge and Training

The owner(s) and operator(s) shall be familiar with:

- a) The content of the documents provided by the Health Department.
- b) General protection requirements (water source, source water protection issues, potential system failure, impacts of system failure, notification of users).
- c) Proper sampling techniques and lab submission processes.
- d) Ability to operate and understand why and how the treatment equipment works and what to do if treatment fails.
- e) Ability to maintain the operation of the equipment to manufacturer's instructions.
- f) Distributions systems (how to sample, maintenance, and manage what to do if a distribution system breaks).

The operator(s) requires the following training: Operation of Small Drinking Water Systems course. Can be taken online or in class. <https://wewc.ca/training/courses/>

Included:

Copy of

1. Ontario Regulation 319/08

Bucke Park Campground, North Cobalt, Ontario
SDWS# 86309NEKD

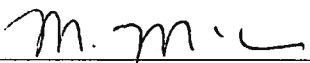
The address of Dr. Corneil is as follows:

Timiskaming Health Unit
Attn: Dr. Glen Corneil
Acting Medical Officer of Health
247 Whitewood Ave, Unit 43
New Liskeard, Ontario P0J 1P0
Fax # 705-647-5779

AND TAKE FURTHER NOTICE THAT this Directive takes effect on the date that it is served on the owner(s) even though a review may be requested.

FAILURE to comply with this Directive is an offence under the *Health Protection and Promotion Act* for which an individual may be liable upon conviction to a fine of not more than \$5,000.00 and a municipality or other corporation may be liable upon conviction to a fine of not more than \$25,000.00 for every day or part of each day on which the offence occurs or continues. Where a corporation, other than a board of health or a municipality, is convicted of an offence under this Act, each director of the corporation and each officer, employee or agent of the corporation who was in whole or in part responsible for the conduct of that part of the business of the corporation that gave rise to the offence, is guilty of an offence unless he or she satisfies the court that he or she took all reasonable care to prevent the commission of the offence.

Dated at the Timiskaming Health Unit, this 26th day of August 2019.



Maria McLean, C.P.H.I. (C)
Public Health Inspector
Timiskaming Health Unit

Served Upon: Steve Burnett, Owner


Hand delivered by: _____

Date/Time: _____

-or-

Registered courier: _____

Date: _____

Received by:  _____

Date/Time: Aug 27/19 / 1:12 pm

SCHEDULE D



RULES OF THE BUCKE PARK CAMPGROUND

The City of Temiskaming Shores hires an Operator to manage the campground. The Operator(s) they are authorized to manage the care and control of the park.

Any camper breaching any of these rules may be evicted from the park with no refund permitted.

1) Period of Occupancy

No occupancy will be allowed in the park during the period of November 1st to April 30th. Trailers may be stored on the site if the appropriate winter storage agreement has been signed and fee paid to the City.

2) Trailer and Accessories Area

The area of each lot covered by a trailer and accessories such as decks, sheds, add-ons can at no time exceed 50% of the trailer lot.

3) Occupancy of Trailer Lots

Each trailer lot is allowed only one trailer on it at any time.

4) Waste Disposal

Campers are responsible to dispose of their own garbage in the containers provided in the park. Sewage or grey water must be emptied into the holding tank at the entrance to the park.

5) Pets

Campers with any pets must not let them run at large or commit any nuisance within the limits of the park. All pets harbored in the park for more than 30 consecutive days must have municipal tags. Campers must clean up after their pets at all times.

6) Campfires

Campfires are permitted only in contained fire pits and must be extinguished before retiring, in the event of high winds, or upon request of the park operator.

SCHEDULE D

7) Firewood

No scrap wood (i.e. countertops, cupboards, wooden lawn furniture) to be burned. Approval from the Operator is required prior to cutting down trees for any purpose.

8) Speed Limits

The speed limit for all vehicles inside the park is **10 km/h**.

9) Parking

There are to be no vehicles parked on park roadways at any time. Any visitors to the park must park in the designated visitor parking areas. Any boat trailers that will be in the park for a period of more than five (5) Consecutive days must be parked in the trailer parking lot at the North end of the park.

Parking in the vicinity of the launch is permitted however not in a manner that impedes the use of the launch. Notices will be provided to the car owner should this occur.

10) Hunting

Is not permitted in the park or on the Devil's Rock Trail

11) Beach

The Beach is not supervised and children under 12 years of age require adult supervision.

12) Improper Conduct

Seasonal Campers are responsible for the conduct of their guests. Conduct disturbing or objectionable to the Operator and other campers will not be tolerated.

13) Communication

Any issues that arise should be first communicated with the Park Operator or member of the operating committee.

NOTE: The Operator will provide a verbal warning to the camper when a rule is not adhered to and log the incident in the log book. Should the camper repeat the action or not adhere to another rule a written warning will be provided. On the third incident, the camper will be asked to leave the park for the remainder of the season.

The Corporation of the City of Temiskaming Shores

By-law No. 2020-064

Being a by-law to confirm certain proceedings of Council of The Corporation of the City of Temiskaming Shores for its Regular meeting held on June 2, 2020

Whereas under Section 8 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

And whereas under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas under Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And whereas it is the desire of the Council of The Corporation of the City of Temiskaming Shores to confirm proceedings and By-laws;

Now therefore the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the actions of the Council at its Regular meeting held on **June 2, 2020** with respect to each recommendation, by-law and resolution and other action passed and taken or direction given by Council at its said meeting, is, except where the prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.
2. That the Mayor, or in his absence the presiding officer of Council, and the proper officials of the municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and except where otherwise provided, the Mayor, or in his absence the presiding officer, and the Clerk are hereby directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and to affix the corporate seal of the municipality to all such documents.

Read a first, second and third time and finally passed this 2nd day of June, 2020.

Mayor – Carman Kidd

Clerk – Logan Belanger